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CPI Housing Survey Data Collection Manual

U. S. Department of Labor
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PREFACE

This manual has been prepared for use by BLS field personnel who collect and review data for the housing rent and rental equivalency portions of the Consumer Price Index (CPI) program. Its structure is designed to provide you with the basic understanding of the purpose of the survey (section 1), how to complete the reporting forms (section 2 thru 4), and guidelines established at the national level for survey conduct. In addition, this manual provides general background information about our sampling process and activities of the Washington Office in the conduct of the CPI Housing Survey.

The instructions in this manual will be supplemented by the issuance of CPI Housing Survey Memoranda, the monthly CPI Operations Memorandum, and periodic manual changes with replacement pages. These replacement pages will include "new" pages as survey requirements call for them. Any changes to the manual will be issued on updated pages, including an updated contents page.

This manual was prepared by representatives from the Office of Prices and Living Conditions - Division of Price Statistics Methods, Office of Survey Processing - Division of Consumer Prices and Price Indexes, and Office of Field Operations

CODING KEY TO MANUAL CHANGES

These symbols when used in the margin of the manual text reflect page changes from the previous manual change release.

Symbol	Meaning
*	Clarification of existing concept(s)
+	Addition of new information/circumstances
-	Removal of information

HOUSING MANUAL

KEY

TO PAGE NUMBERING

Each numerical sequence, set off by decimals, represents a unique area of the housing manual. As clarifications occur, new pages (dated) are issued. Should an area expand beyond original page capability, additional pages are added using a dash between the chapter number and the previous manual page, followed by a decimal and the additional page numbering. For example, 1-11.09 dated July 1989 represents Section 1 of the Housing Manual the eleventh page and the ninth additional page beyond the original page numbering.

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1.1 INTRODUCTION

This chapter provides in a question and answer format some background information on the Consumer Price Index and its housing component. The information is intended to provide field representatives with some general knowledge about the survey which will be useful in dealing with the public.

1.2 THE CPI - A DESCRIPTION

The CPI

1. What is the Consumer Price Index ?

The Consumer Price Index (CPI) is the nation's chief measure of price change at the retail level. Published monthly, it measures changes in the cost of buying a representative fixed set of goods and services needed for day to day living.

The Bureau of Labor Statistics publishes CPI's for two population groups:

a. the CPI for All Urban Consumers (CPI-U) which covers approximately 80 percent of the total population and,

b. the CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 32 percent of the total population.

The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

2. Who uses the CPI ?

The CPI is used by government, business and labor to make informed decisions. The Federal government uses the CPI to adjust Social Security payments, personal income taxes and other program payments for the effect of inflation. The CPI is also used to adjust payments in collective bargaining agreements and other private contracts such as leases and divorce settlements.

3. What does the CPI measure ?

The CPI measures the price change for a representative set, often called the market basket of items, of consumer goods and services. The items are divided into seven major groups: food and beverages, housing, apparel and upkeep, transportation, medical care, entertainment, and other goods and services. Because it is limited to consumption, investment purchases such as stocks and bonds and real estate are excluded from the CPI.

1.2 THE CPI - A DESCRIPTION (Continued)

4. What Does the Housing Group Include ?

The housing group has 3 components: shelter, fuel and other utilities, and household furnishings and operation. The shelter component covers renters' cost, home owners' cost, and maintenance and repair expenses. Residential rent is the largest item in renters' cost. Owners' equivalent rent is the largest in home owners' cost. These 2 items account for about one-quarter of the CPI. Their price movement is based on the information collected in the CPI housing survey.

5. How was the market basket of items chosen ?

BLS uses the Consumer Expenditure Survey (CE) during the base period to determine what items should be in the index and each item's weight. The CE identifies what consumers bought and how much they spent for it during the base period and is collected by the Bureau of Census for BLS. The market basket is a fixed composite of goods and services purchased, representing all consumers in the urban U.S. It covers rich and poor, home owners and renters, families and single individuals.

6. What is the base period of the CPI ?

Starting with the January 1987 CPI, the base period is 1982-84. The consumption spending of all urban consumers for those 3 years provides the market basket of items, and each item's weight.

Prior to the 1987 revision, the base period was 1972-73. When we say the CPI measures price changes of a fixed set of goods and services, we mean fixed at the base period level and pattern of consumer spending. BLS revises the CPI and updates the base period about every 10 years. The previous revision was in 1978.

7. I thought the base year was different than the reference period ?

The index reference period is an arbitrarily point chosen by the Office of Management and Budget to be the reference period for many government indexes. The reference period is based on the years 1982-84, which eliminates the need to distinguish between the base period and the reference period.

The reference period can be reset by dividing each index series by its value for the new reference period and multiplying by 100. For example, when the reference period of the CPI-U was changed from 1967 = 100 to 1982-84 = 100, BLS divided each month's CPI by its average value for 1982-84, which was 299.5. The CPI-U for February 1987 was rebased from 334.4 (1967 = 100) to (334.4/299.5 x 100) = 111.7 (1982-84=100).

8. Why is the CPI limited to the urban U.S. ?

Over 80 percent of the U.S. population live in urban areas. Collecting data in areas where the population is sparse would greatly increase the cost of the program.

9. In what areas does BLS collect price data ?

BLS selected 85 urban areas to represent all urban areas in the U.S.. To put enough sample in the two largest urban areas, the New York metropolitan area is treated as 3 areas and the Los Angeles is treated as 2 areas. All CPI price collection is done in these 88 areas, which are called Primary Sampling Units (PSU's).

The PSU's were chosen before any other sampling was done, which is why they are called primary sampling units. On the basis of the 1980 Census of Population all U.S. urban areas were grouped by population into four groups designated A, L, M, and R. With a few exceptions, the A-size PSU's were required to have had a 1980 population of about 1.5 million or more.

The remaining PSU's (the L's, M's, and R's) were selected using sampling methods; they represent all remaining urban areas. Consequently, the prices collected in the smaller areas represent both the areas not selected as well as the actual PSU's. The population requirements for the L, M, and R PSU's vary by region and are too complex to cover here.

10. For what areas does BLS publish CPI information ?

Fifty local area CPI indexes are calculated, but due to sample sizes only 38 index areas are published. The 50 calculated index areas are combinations of the 88 PSU's. Each of the 29 A-size PSU's is an index area. The L, M, and R PSU areas are grouped by 4 Regions (Northeast, North Central, South and West) of the U.S. into 12 index areas, called the region-size classes of which nine are published. For publication purposes, the L, M, and R size classes are renamed B, C, and D respectively.

BLS allocated both the Housing sample and Commodities and Services (C&S) sample quotations among the PSU's to obtain the most accurate national CPI possible. The resulting sample sizes in local areas determines how often they can be published. The five largest local areas have sufficient sample to permit publication of accurate monthly CPI's. Ten other areas have enough for bimonthly publication. Fourteen A-size areas have smaller samples. Twelve of these are only published semiannually and two are published annually. The remaining two A-size areas are not published at all.

The B, C, and D size classes along with the A-size class comprise the four regions of the U.S. The region size classes are published monthly to show price movement in those areas. However, the D-Northeast, B-West, and D-West region size classes are too small to publish.

1.2 THE CPI - A Description (Continued)

11. What data are needed to calculate the CPI ?

In addition to the data from the Consumer Expenditure Survey (CE), which is used to give each item its proper weight and select the market basket, data on the prices of the specific items are needed either monthly or every other month.

12. How does BLS get these data ?

BLS employees collect price data on 2 surveys, the Housing Survey and the Commodities and Services (C&S) Survey, in the 88 CPI PSU's. These employees, who are called field representatives, visit selected houses, apartments, stores, and other establishments on predetermined time schedules to collect the prices of specific items and to follow changes in the prices of these items over time.

13. How are the CPI-U and CPI-W calculated each month ?

BLS calculates an area-item index for each CPI item in each of the 50 index areas each month. These are the lowest level indexes and they are the same for both the CPI-U and the CPI-W. For example, the "New York Rent" index or the "D - South Motor Fuel" index are area-item indexes. The CE provides the weights for each item. The weight is the total spent on the item in the area during the base period. There are different weights for the U population and the W population. BLS calculates higher level indexes such as the U.S.-Item indexes (e.g. U.S. Rent index), the Area - All Items indexes (i.e. CPI-U for New York), and the U.S. - All Items indexes (e.g. the CPI-U and the CPI-W). These are weighted averages of the Area - Item indexes with the CE expenditure weights.

1.3 THE HOUSING COMPONENT

Housing Component Questions

1. How is the rent index calculated for each index area ?

We compute the area rent indexes with data collected on the Housing Survey from renter-occupied units. We put the housing units in the survey into six subsamples called panels. Each month BLS field representatives contact the respondents of the rental units in one panel, so that each rental unit in the survey is priced once every six months. When pricing the rental units, field representatives collect both the current month's rent and the previous month's rent. With this information, the Washington office calculates a one-month change in rent for each unit in the panel. Additionally, the Washington office, using the current month's rent and the current month's rent collected six months earlier, calculates a six-month rent change for each unit in the panel.

To obtain the current month's rent index for each of the 50 index areas, the Washington office makes a weighted sum of the current month's rents for all rental units and divides this by the weighted sum of the previous month's rents for these same units. The same is done for current month's data and the data collected six months earlier. Next, Washington makes two preliminary versions of the current month's index for each area. One is estimated using the previous month's index and the one-month change; the other, with the index from six months earlier and the six-month change. The final index is the average of the two preliminary indexes with 65 percent of the weight given to the preliminary index based on the one-month change.

2. Why do we collect other data besides the rent ?

For each unit in the survey we try to follow over time the services being offered in exchange for the rent under the agreement between landlord and tenant. When something changes in the agreement, e.g., the landlord stops providing electricity, we adjust the rent and reflect this as a rent change. We also make quality adjustments for major changes such as number of rooms, bedrooms, or bathrooms; central air, etc. . However, for some changes, such as a new swimming pool, we omit the unit from the calculation of the average change for the time period when the change occurred because we do not have the needed quality adjustment information to make the adjustment.

3. How does the CPI measure price change for home owners ?

By a method known as rental equivalency, BLS estimates a rental value for all home owners in the Housing Survey, using a combination of the home owners' own estimate of what it would cost to rent their homes and the actual rents on similar nearby homes that are rented. as observed by the field representatives.

1.3 THE HOUSING COMPONENT (Continued)

4. Why can't the CPI treat a house like any other good?

Until recently BLS did this and used changes in house prices, mortgage costs, property taxes and property insurance premiums to represent changes in the cost of owner occupied housing. The problem with this method was that it failed to keep the investment aspect of home ownership out of the CPI. When house prices rose, the old method showed the entire rise as inflation, when for many consumers a rise in house prices is really appreciation on their investment.

The rental equivalence method isolates the consumption element of home owning from its investment aspect, so that the CPI accounts for only changes in the cost of living in one's own home, not changes in the value of investing in real estate.

5. Did the change to the new method result in lower inflation figures?

No. Which method will cause the index to change faster in a particular period depends on whether rents are changing faster or slower than house prices, mortgage rates, property taxes and property insurance. Historically, there have been periods when rents have risen faster, and periods when they have risen slower.

6. How did the change to rental equivalence affect the importance of housing in the CPI?

In 1983 when rental equivalence was introduced into the CPI-U, the share of the CPI weight attributed to housing dropped from 25 percent to 19 percent (as its investment element was removed.)

7. How did the 1987 Revision affect the importance of owners' cost and renters' costs?

The share of owners' costs in the CPI-U grew from 14.9 percent to 19.6 percent as a result of the shift to the new base period. This reflected trends in society at large, particularly the fact that the number of owner-occupied housing units rose faster than the population, as smaller, frequently single person, owner-occupied households became more common.

Renters' costs remained around 8 percent of total consumer spending.

8. How do we calculate the price change for owner-occupied houses?

Basically we estimate a rent for each owner occupied house in the sample and then proceed to treat the owner units as if they were renter units. The rent estimates for the owners' rents are based on 2 items. The first item is the estimates, made at initiation, of the rent that owner occupied homes would generate if they were renter occupied. The second item is the change in rents on a set of renter occupied units assigned to each owner-occupied house. The initial value is updated every six months (even though the house is only visited annually) using the average change in rents for the assigned set of renters.

9. Why then do owner units have to be revisited ?

First, to find out if they are still owner-occupied units. If a unit becomes renter occupied, it is reinitiated into the survey as a renter. Second, if it is still owner-occupied, the visit serves to check that the house has not changed. When changes to the house are reported, quality adjustments (similar to those made for rental dwellings) are made before the calculation of the index.

10. What BLS documents provide additional information on the CPI and its housing items?

For more detail on the Consumer Price Index, refer to BLS HANDBOOK OF METHODS, Chapter 19, The Consumer Price Index, Bulletin 2285, (April 1988). For further information on the new home owners cost method, see "Changing the Home Ownership Component of the Consumer Price Index to Rental Equivalence" from the CPI DETAILED REPORT, January 1983. Copies of these works are available from BLS Regional offices.

1.4 THE HOUSING SURVEY

Questions About The Housing Survey

1. What is the CPI Housing Survey ?

The Consumer Price Index Housing Survey is one of the major surveys used to obtain information on monthly price changes for use in the CPI. It estimates changes in the cost of shelter for both HOME OWNERS and RENTERS.

2. What proportion of all housing units are in the survey ?

Less than 1/10 of 1 percent of the housing units in the urban United States are in the sample.

3. With such a small percentage how accurate are the conclusions based on the survey ?

In spite of its small size relative to the total number of housing units, we obtain remarkably accurate estimates of the change in the cost of shelter in all urban areas in the U.S. The dwellings in the survey were carefully selected so that all housing units in the urban U.S. had a chance of being included in the survey. In this important way, the housing units in the survey represent all housing units in the urban United States.

4. Why is it important that as many units as possible be successfully contacted each time ?

It is very important to keep non-response to a minimum. Since each unit in the survey represents as many as several thousand units in the U.S., as many of the selected units as possible have to be surveyed.

5. When a unit is difficult or unpleasant to contact can another be substituted for it ?

No. Only those units selected for the survey may be in the survey. Since a non-survey unit does not represent a set of housing units in the U.S., it cannot be given a weight and cannot be used.

1.4 THE HOUSING SURVEY (Continued)

6. What happens when housing units cannot be contacted?

Since some non-response cannot be avoided, statistical procedures which can handle a small number of occurrences have been developed. In some cases for a non-response unit, the Washington Office uses its previous rent and the rent changes from other survey units to make an estimate of its current rent. A correction will be made after the unit is successfully surveyed the next time.

7. What about mistakes made in collecting, reporting and processing the data ?

These can be very serious. The survey is relatively small with each survey unit representing many actual units. A mistake, if it is not caught, may be greatly magnified depending on how many units are represented.

8. How does BLS assure that its survey procedures work as planned ?

The goal of survey procedures is to insure that the desired information is collected and recorded in a uniform manner across the country. BLS has three formal programs to assure that the quality of collected data is as good as it could be.

First, the data collection staff must be certified before they collect data. To assure that staff understand the survey's procedures they are carefully trained and tested both in the classroom and on the job. Second, field supervisors periodically check staff performance in a formal program called Data Collection Assessment (DCA). Finally, to assure the procedures are working as they should and to learn where they should be changed, a special staff reinterviews a small subsample of the Housing Survey in a process audit program. Studying and reconciling the discrepancies between the initial and second interviews reveal weaknesses of survey questions and procedures.

9. Who is contacted when the survey is conducted and why are they willing to cooperate ?

The respondents of the survey are the occupants, landlords and managers of a sample of housing units. Their voluntary cooperation is urgently needed to insure the success of the program. To encourage their help, we pledge that their identity, any information that would identify them, and their responses are held in the STRICTEST CONFIDENCE.

1.4 THE HOUSING SURVEY (Continued)

10. What type of information is collected on the CPI Housing Survey?

The survey collects data on rents and housing characteristics from renter-occupied units. From owner-occupied units, it obtains owner estimates of rents and similar characteristics data. For both types of units it gets additional household data when the unit is initiated into the sample.

11. How often are individual housing units contacted ?

The sample units in each PSU are divided into six subsamples called panels. Each month all the rental units and half of the owner units in one panel are surveyed. Consequently, each owner housing unit in the sample is interviewed annually and each renter unit is interviewed semiannually. Collection schedules for units whose tenure (whether they are owner or renter occupied) is unknown and owner units whose previous interviews were incomplete are generated every 6 months. When a unit changes from owner to renter, it becomes a semiannual unit. When a unit changes from renter to owner, it will eventually become an annual unit, but it may be returned to the field in 6 months to get it on the right annual cycle.

In addition, collection schedules for owner units must be returned to the field in six months due to errors in data collection, so they can be used productively in the index. This puts them off cycle so they also have to be returned in the next six months.

12. How were the housing units in the survey selected ?

The housing units in the sample were selected from two sources of universe information. These sources are called sampling frames. For units built before 1980, small geographic areas called segments were defined using publicly available information from the 1980 Census of Housing. These segments should have contained between 25 and 125 housing units in 1980. All housing units in the selected segments were listed and some of those units were chosen for the survey.

13. How are units built after the 1980 census added to the survey ?

For units built after 1980 the Bureau of Census supplies BLS with the addresses of selected housing units built in the previous year. These units are added to the CPI Housing survey. To obtain these addresses the Census Bureau samples building permits and canvasses selected areas that do not require permits.

14. How many housing units are in the CPI Revision Housing Survey ?

The CPI housing sample consists of approximately 40,000 renter units and 20,000 home owner units. In comparison, the pre-1987 survey had 25,000 renters and 12,000 owners.

15. What should BLS Field Representatives keep in mind when they collect housing survey data ?

As you work on this survey please keep in mind that:

a. The Housing Survey data are an integral part of an important national statistical program.

b. The success of the survey depends largely on your efforts and those of other BLS field representatives.

c. Your understanding of the CPI program and the uses made of the data you collect will help you do your job and improve the quality of the CPI. As you study this manual, attend training on the survey and collect survey data, try to understand how particular rules and procedures contribute to the overall survey objectives.

1.5 THE HOUSING SCHEDULE

Questions About The Housing Schedule

1. Why can't Field Representatives change the wording of the questions ?

Allowing interviewers to word the questions their own way results in many different versions of the same questions. Some may be incorrect, others may work in most cases but fail under specific circumstances. By having everyone ask the same questions, the resulting data is based on the same level of understanding (or lack of understanding) by the respondents.

Survey research shows that varying the wording affects survey results. For example, "Is this (apartment/house) occupied by the owner?" Some interviewers might prefer to ask an occupant respondent: "Do you own this house?" In many cases, this will get the same answer as the required wording but occasionally it won't, affecting the remainder of the interview.

2. Does this mean that Field Representatives can't prompt or probe ?

NO! Prompting and probing are an important part of any survey, especially those surveys where exact questions are read. Once a question has been read, it may be necessary to explain some part of the question or reread the question. Doing this without "leading" the respondent to a specific answer is very important.

Survey studies have shown that prompts or probes of one form or another are necessary about 25% of the time. In other words, prompting one out of every four questions is not unusual. Developing non-leading prompts is therefore a very important part of being a field representative. The housing training program discusses prompts and probes in more detail. Follow their guidance.

1.5 THE HOUSING SCHEDULE (Continued)

3. The questions seem very rigid. Don't Field Representatives sound like robots?

Writing the questions so they can be used during all types of interviews (i.e., occupants, managers, landlords, by telephone, ...) may have occassionally made the wording stilted.

However, a great deal of time was spent trying to word the questions so that they will obtain all important information. There are probably many other ways to word the questions that would also be correct. Unfortunately, many different wordings can also change the meaning of the questions to different respondents.

Rigid questions rarely upset respondents or cause them to refuse. If you have ever been interviewed for a survey, you may have noticed that the questions were rigid. Did this upset you? Probably not. You answered the questions and didn't complain. Most people, once they have decided to cooperate, will not be upset by the fixed nature of the questions. Also, once you become familiar with the questions, you will find that you can ask them fluidly.

Use the wording provided on the schedule and prompt only if necessary.

4. Is it important that these questions be asked in order ?

Yes. Ask the questions in the order in which they appear on the schedule. A questionnaire sent to all field representatives revealed no single clear cut preference for the order of questions. Research shows that the positioning of questions within a survey can affect the response given, so the questions should be asked in the same order by everyone for consistency.

Wherever possible, questions are positioned in a logical pattern. Care was taken to group questions by type of respondent (owner versus renter) and by type of interview (initiation, reinitiation,...). Questions that may be somewhat sensitive (income) are asked late in the survey and questions that may end the questioning quickly (screening questions) are asked earlier.

1.5 THE HOUSING SCHEDULE (Continued)

5. "Some questions ask for similar information (fuels, appliances, ...). Should I make sure that the responses are in agreement by flipping pages back and forth during the interview ?"

No, do NOT attempt to find discrepancies during the interview for two reasons. First, certain items may APPEAR to be contradictory when they aren't. Secondly, any real discrepancies will be flagged by Washington for clarification at a later date.

Generally speaking, its not a good practice to interrupt the flow of the interview by checking for consistency. Problems with consistency will be considered during future form revisions.

Also, do NOT change answers given by respondents in the same apartment complex just to make them agree with other units in the complex.

The practice is:

(1) ask the questions as worded
(2) probe if the respondent asks for help or seems to need help
(3) record the answer the respondent gives
(4) if you have a strong indication that the respondent misunderstood the question you should ask for a clarification by repeating the question.
(5) record any doubts you have about the accuracy of the respondent's answer in the field message or in an SO-608A if more detailed information needs to be provided to the analysts.

6. Why aren't certain questions asked ?

Many questions that seem to be valuable or logical are not asked in this survey. The reasons why vary from "lack of usability" to "difficulty of asking." Questions that have been considered but are not asked include: the condition of the house, square footage, basements, sidewalks, size of lot, fireplaces, siding materials, cable TV and hardwood floors.

Questions about other changes in the housing schedule are hopefully answered in this manual. If you cannot find the specific information that you need, send in an SO-608A to request clarification.

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2.1 CPI HOUSING SCHEDULE (BLS 222x) - INTRODUCTION

This chapter provides information about completing the CPI Housing Schedule. Chapter 2 covers the procedures for completing the schedule during initiation, reinitiation and repricing.

The CPI Housing Schedule is actually several different forms instead of just a single form. This is because there are many questions that are asked only at certain times. Where possible, these questions have been omitted from the schedule when they should not be asked. This has resulted in forms that contain different subsets of the same questions. For uniformity, each question always has the same number on all of the forms. For example, Question #10 is the "Estimated Rent" question on all forms on which it appears. The questions are also always printed in the same order on all the forms.

In addition to explaining initiation, reinitiation and repricing procedures, each of the questions and the data entered on the form are discussed. This includes overviews of the questions, procedures for each specific entry, definitions and explanations of the terms used in each question, examples, and explanations of how each piece of information is used by Washington.

Appendixes are provided to discuss other issues of importance that arise when collecting housing schedules. These issues are discussed in the Appendixes because they do not occur regularly and will not be referenced as frequently. However, these appendixes are procedures for specific circumstances and are just as important as the information and procedures covered in Chapters 1 through 5 of the housing manual.

2.2 APPENDIXES

All of the appendixes contain BLS policy and are just as important as the other materials in this manual. Refer to them when appropriate.

Appendixes A.1 through A.12 are copies of all the forms that are used during segment listing and data collection.

Appendixes B.1 through B.4 are copies of materials that may be handed out or used during interviews. This includes the flash cards, the "No Contact" card and the introductory letter to be given to each new respondent.

Appendixes C.1 through C.4 are reference lists that contain information valuable for completing housing schedules. Appendix C.1 is a list of the interview/non-interview response codes for easy reference. The codes are discussed in more detail in Section 2.5.6 TYPE OF RESPONSE later in this chapter. Appendix C.2 explains how to assign the correct response code. Appendix C.3 is a checklist that you should use prior to submitting each schedule to insure that there are no errors on the schedule. Appendix C.4 is a list of abbreviations to be used when writing addresses on the listing forms and the schedules.

Appendixes D.1 through D.4 contain special instructions for specific interview situations. D.1 covers trailers and mobile homes, D.2 covers Section 8 and other housing programs, D.3 discusses special problems that arise when interviewing managers and landlords, and D.4 discusses telephone interviewing.

Appendixes E.1 through E.9 address interviewing techniques, BLS policies on specific issues, and explanations of changes. Topics include rent control PSUs (E.1), previous responses (E.2), flash cards (E.3), SO-608A policy (E.4), the Quality Control Program (E.5), prompting and probing (E.6), and the confidential and voluntary nature of the survey (E.7). The collection and transmittal calendar is provided in Appendix E.9.

LIST OF APPENDIXES

Exhibit 2.2

A. FORMS

A.1 CPI Housing Initiation Schedule (BLS 222i)
A.2 CPI Housing Screening Schedule (BLS 222S)
A.3 CPI Housing Repricing Schedule (BLS 222R)
A.4 Segment Listing Form (BLS 2921C or 222L)
A.5 Segment Listing Form - Continuation Page
A.6 End-of-Listing Form (SO-1221)
A.7 Listing Self-Edit Checklist (SO-1220)
A.8 Information/Clarification Request (SO-608A)
A.9 Segment Assignment and Transmittal Control Form (SO-559)
A.10 Standard Schedule Transmittal Listing (SO-3)
A.11 Transmittal Listing Form
A.12 CPI Housing New Construction Screening Schedule (BLS 222NC)

B. FLASH CARDS AND HANDOUTS

B.1 CPI Housing Flash Card (A, B, C and D) - (BLS 222.01)
B.3 No Contact Card (SO-544)
B.4 Introductory Letter

C. REFERENCE LISTS

C.1 CPI Housing Response Code Card
C.2 Assigning Response Codes - Derived Response Codes
C.3 Self-Edit Checklist for Housing Schedule
C.4 Abbreviations

D. SPECIAL CASES - INSTRUCTIONS

D.1 Trailers and Mobile Homes
D.2 Section 8 Housing and Similar Programs
D.3 Interviewing Managers and Landlords
D.4 Interviewing by Telephone

E. INTERVIEWING TECHNIQUES AND OTHER TOPICS

E.1 Rent Control PSUs
E.2 Use of Previous Responses and Responses from Similar Units
E.3 Use of Flash Cards
E.4 SO-608A Policy (Information/Clarification Request)
E.5 Quality Control Program and the Process Audit Staff
E.6 Probing and Prompting
E.7 Voluntary and Confidential Nature of the Survey
E.9 Housing Collection Calendar

2.3 COMPLETING THE CPI HOUSING SCHEDULES

There are six different schedules on which CPI housing information is collected. These schedules are actually just different versions of the same housing schedule, only each is different because of when or how it is used.

CPI Housing Schedules
1. Screening flat - (BLS 222S - Blank)
2. Initiation flat - (BLS222i)
3. Screening Form - (BLS 222S - Preprinted)
4. New Construction Screening Form (BLS 222NC - Preprinted)
5. Repricing Form - (BLS 222R - Preprinted)
6. Repricing flat - (BLS 222R - Blank)

Schedules 1, 2, and 6, referred to as "flats", are conventionally printed (not computer generated) schedules that have no preprinted information about the unit. Schedules 3, 4, and 5, referred to as "forms", are computer generated forms that have some preprinted information and also have a message instructing you to INITIATE, REINITIATE, REINITIATE-COMPLETE SECTION G, REPRICE, REPRICE-COMPLETE SECTION F, or REPRICE-COMPLETE SECTION G. These six messages tell you which sections of the form must be completed.

There are additional circumstances that affect how the data are collected. These include merges, subdivided units (splits), and new construction units. Specific instructions are given for each of these cases.

Different types of data entries to be made on the schedules are also discussed.

CPI HOUSING SCHEDULES

Exhibit 2.3

SCREENING FLAT (BLS 222S)	A conventionally printed form used during the first six months of a new revision in a PSU and for splits and merges thereafter. It contains the Administrative Section, Collection Record, and Sections A, B and C.
INITIATION FLAT (BLS222i)	A conventionally printed form used the first time that a unit is priced. It contains Sections D, E and F.
PREPRINTED SCREENING FORM (BLS 222S)	A machine generated version of the screening flat. Contains Administrative Section, Collection Record, and Sections A, B, and C. Some previous data, such as the address of the unit, will be preprinted on the form. Used for units not screened for initiation during the first six months of pricing in a PSU.
PREPRINTED NEW CONSTRUCTION FORM (BLS 222NC)	The New Construction version of the machine-generated screening form. Contains Administrative Section, Collection Record, and Sections A, B, and C. Some previous data, such as the address of the unit, will be preprinted on the form. Used for New Construction selected annually during the period between April and September and includes unscreened units from previous periods.
PREPRINTED REPRICING FORM (BLS 222R)	A machine generated form that contains the Administrative Section, Collection Record, and Sections B, C, D, E, F, and G (when included). It also contains selected preprinted information from previous pricings. It is used for Repricing and Reinitiation.
REPRICING FLAT (BLS 222R)	A conventionally printed form used to reinitiate any units resulting from a split or merge after initiation. Contains the Administrative Section, Collection Record, and Sections B, C, D, E, F, and G.

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2.3.1 DATA ENTRY ONTO THE CPI HOUSING SCHEDULES

When completing a CPI Housing Schedule, several different types of data entry will be made. Listed below are the different types of data entry required:

1. **Blank lines** - When a line is offered as a place to enter information, PRINT the information on the line. When a correction is necessary, line through the information and write in the new information to the side or above. Line through and rewrite the entire entry even if only part of the entry needs to be changed. Space restrictions are given in the manual for each blank line.

   Example: **1) Occupant** **Joe Smith**

   Occupant ~~Joe Smith~~ John Henry

2. **Blanks** - When blanks are provided, fill in the information using one character per blank. Right-justify all numerics. For example, dollar amounts must be right-justified. Right-justified means that the characters are entered in the right most blanks, leaving the left most blanks empty if necessary.

   Examples: **1) Assignment** 1190

   2) How much? $ 300.00

   Left justify all alphabetics if required. For example, word or letter entries such as "X" must be left justified. Left justified means that the characters are entered in the left most blanks, leaving the right most blanks empty if necessary.

   Example: **1) Do you know the year ?** X _ _ _

3. **Circle the appropriate number or letter** - When a list of answers is provided, circle the number or letter of the response.

   Examples: **1) D. Respondent**
   [✓ 1] Owner Occupant
   2 Tenant

   2) 1 Yes
   [✓ 2] No

   3) Length of Time

   1 one month
   2 one week
   3 two weeks
   [✓ 4] other, number of days 90

   There are only two questions on the schedule where you circle a letter: #20 and #42.
   Example:
   1. Parking [✓ **Y**] **N OS**

4. **Symbols that are unnecessary** - Symbols like "#" and "$" are unnecessary and should only be used with the messages. All dollar amounts to be recorded have the dollar signs printed on the schedule.

2.3.2 INITIATION, REINITIATION, AND REPRICING

Some of the questions on the CPI Housing Schedules are more crucial to the accuracy of the index than others. There are also some questions that need to be asked periodically or only once because their responses are much less likely to change. For these and other reasons, the CPI Housing Schedules have been divided into Sections A through G.

The appropriate sections to be completed during any given interview are determined by which of the following stages of interviewing is required at that time:

A. Initiation
B. Reinitiation and [Reinitiate-Complete Section G]
C. Repricing, Repricing-Complete Section F, and Repricing-Complete Section G

INTERVIEW STAGES

A. Initiation

Initiation takes place when segments new to the survey are to be interviewed for the first time, when New Construction units are to be interviewed for the first time, when subdivided units are discovered during an initiation (Question #2), or when a message from Washington says to "INITIATE."

When a unit is initiated, ask the appropriate questions in the following sections of the schedule: Sections A, B, and C on BLS 222S or 222NC schedule, and D (for owners), E (for renters) and F on BLS 222i Schedules. Follow all instructions on the schedule. Ask all of the required questions in numerical order and as worded.

An initial personal visit to a particular segment is needed for initiation, including augmentation and new construction units, and other schedules when the "Personal Visit Required" message appears or the occupant name and telephone number is blank or no longer current. Whenever a name is available on the mailbox or from local records, landlord or manager, the first visit to a segment can be used productively to match the unit address with a telephone number in the directory. Be sure to determine by observation the TYPE OF STRUCTURE and ELIGIBLE HOUSING in Section A before Question 1 during the initial personal visit for screening. A subsequent telephone attempt is then possible to either complete the interview or to arrange for a personal visit when the occupant will be available. Telephone initiation or repricing may be the only alternative late in the month. Confirm the address in order to verify that you are contacting the correct unit. See Appendix D.4 for tips on conducting the survey by telephone.

Once a unit has been initiated and all of the questions in Sections A, B, and C have been properly answered, the unit will never be INITIATED again unless requested by Washington.

2.3.2 INITIATION, REINITIATION, AND REPRICING (Continued)

B. Reinitiation and [Reinitiate-Complete Section G]

Reinitiation takes place when the tenure of the unit changes (from owner to renter or vice versa), when the occupant of the unit has lived in the unit for less than six months (for renters) or less than twelve months (for owners), when subdivided or merged units are discovered during reinitiation or repricing, and when a message from Washington says to "REINITIATE."

When a unit is reinitiated, ask the appropriate questions in the following sections of the REPRICING SCHEDULE or FLAT: Sections B, C, D (for owners), E (for renters) and F. If the message reads "REINITIATE-COMPLETE SECTION G", ask the appropriate questions in Sections B, C, D (for owners), E (for renters), F, and G. Ask all of the required questions in numerical order and as worded. Follow all of the instructions on the schedule.

In some cases, reinitiation is done by personal visit, either because no telephone number is available, or because a Schedule Message appears requiring a personal visit. However, reinitiation should be done by telephone whenever possible, including when there is a new occupant and the respondent is the manager or landlord, or when there is a change of tenure for the same occupant, (e.g., someone buys the home they were renting.)

C. Repricing, Repricing-Complete Section F, and Repricing-Complete Section G

When a unit is repriced, ask the appropriate questions in the following sections of the REPRICING SCHEDULE (BLS 222R): Sections B, D (for owners) and E (for renters). If the message reads "REPRICE-COMPLETE SECTION F", also ask ALL questions in Section F. If the message reads "REPRICE-COMPLETE SECTION G", ask the appropriate questions in Sections B, D (for owners), E (for renters), and G. Ask all of the required questions in numerical order and as worded. Follow all instructions on the form.

Repricing should be attempted by telephone whenever possible, unless there is a message requiring a personal visit. See Appendix D.4 for tips in conducting the survey by telephone.

During a repricing, circumstances may require you to REINITIATE the unit. A requirement to reinitiate always supercedes a repricing. This determination of the appropriate type of interview can be made by following the directions after Question 5 in Section B of the BLS 222R schedule (see Section 2.7.4).

2.3.2 INITIATION, REINITIATION, AND REPRICING (Continued)

D. Additional Schedule Message - PERSONAL VISIT REQUIRED

For schedules with a "PERSONAL VISIT REQUIRED" message, attempt to complete the interview by personal visit. The purpose of the personal visit requirement every two years is to ensure by observation that the correct unit is being priced and that the type of structure has not changed. In addition, the Field Representative's estimated rent for owner-occupied units can only be completed by personal visit. Follow the instructions in Section 2.4.6 for reporting changes in structure type.

When the "Personal Visit Required" message appears and contact is made by telephone, the schedule should be completed. The message will return again until a personal visit is completed.

2.3.3.1 UPDATING THE SEGMENT LISTING FORMS (BLS 222L OR 2921C)

Washington no longer makes changes to the Segment Listing Form (BLS 222L) or Continuation Sheet (BLS2921C) data file. However, you may find it helpful to continue to note changes on your copy of this form. These changes should include changes in the street name or number, identification of demolished buildings, the addition of new housing or other structures, and new roads within the block boundaries of the segmented area.

Be sure to correct or update the occupant address following guidelines in sections 2.4.4.1 and 2.4.4.2 for unit address changes.

For errors attributed to entries on the listing form, e.g. units listed more than once, code the schedules affected "59 - Other, Specify" explain the circumstances in a Field Message or on an SO-608A.

Updates to the computerized Segment Listing Form (BLS 222L) are no longer made for the following reasons:

1. All segments have been through numerous pricing periods. Most of the units have been screened and initiated.

2. Most of the corrections and changes to the Segment Listing Form have already been made.

3. Washington must have an unchanging set of segment listings for future samplings.

2.3.3.2 INITIATION OF HOUSING UNITS

A Screening Form (BLS 222S), which is color coded blue, is generated for one of the following reasons:

1. the unit was not previously initiated,

2. the unit was selected by Washington for initiation, or

3. the unit was incorrectly screened.

NOTE: New construction initiation assignments can be distinguished from other initiation schedules by form BLS 222NC and by the segment number that ends in the letter "P" or "N", e.g., Segment 4001P, Segment 4006N, etc. . In addition, these forms are color coded (blue with a gray bar) in order to assist with identification. See Section 2.3.4 for detailed information.

Preprinted information will appear in the Administrative Section including one of the following initiation messages:

1. INITIATE AGAIN - INCONSISTENT SCREENING ANSWERS

2. INITIATE AGAIN - INCONSISTENT ANSWER TO QUESTION #3

3. *** INITIATE THIS UNIT ***

2.3.3.2 INITIATION OF HOUSING UNITS (Continued)

Explanation of Messages

INITIATE AGAIN - INCONSISTENT SCREENING ANSWERS

This message is for units that passed screening on a previous attempt (a response code of 01 or 40 was reported) but had incomplete or inconsistent information for question(s) 1, 2, 5, 6, 7, and/or 8.

INITIATE AGAIN - INCONSISTENT ANSWER TO QUESTION #3

This message is for units that passed screening on a previous attempt, but an inconsistency exists between Tenure (Question #3) and either the expected tenure data based upon information supplied by the initiation status or subsequent data in the remaining sections of the form. (Examples; completing Section D for a unit reported as a renter or completing Section E for a unit reported as an owner).

*** INITIATE THIS UNIT ***

This message is for two situations. The first, is when an inability to interview results in the reporting of one of the following interview codes: 02, 04, 50, 51, 52, 58 or 59. The second use of this message is for units incorrectly coded 77 or 78.

NOTE: Schedules that are returned to be initiated again will not have previously entered field messages.

2.3.3.2 INITIATION OF HOUSING UNITS (Continued)

To complete the initiation of a unit, follow these steps.

STEP 1 - Check the preprinted information on the SCREENING FORM (BLS 222S).This should include:

1. INDEX PSU
2. SEGMENT
3. BLOCK
4. LINE
5. ADDRESS
6. APT. NO./LOC
7. CITY
8. STATE
9. PANEL
10. BLOCK BOUNDARIES
11. INITIATION STATUS (Question #3)

STEP 2 - For units successfully screened and initiated, complete the following:

1. COLLECTION PSU - From Regional Office (If used)
2. ASSIGNMENT - From Regional Office (If used)
3. ARRANGEMENT - From Field Representative (If used)

STEP 3 - For all successfully screened units, enter the following information by observation after the initiation interview:

1. COMPLEX - Name of Complex or Locality, if applicable
2. INTERVIEW GROUP - See Instructions in Section 2.4.6.1
3. TYPE OF STRUCTURE - See Instructions in Section 2.6.1
4. INELIGIBLE HOUSING - See Instructions in Section 2.6.2

2.3.3.2 INITIATION OF HOUSING UNITS (Continued)

STEP 4 - Contact the respondent and ask all of the appropriate questions in Sections A, B, and C of the SCREENING FORM. If the housing unit fails screening due to question 7 or 8, go to STEP 6. If the housing unit fails screening due to question 2, 3, or 6, go to STEP 7. If the housing unit passes all of the screening questions, continue the interview on the INITIATION FLAT (CPI HOUSING SCHEDULE - BLS222i).

STEP 5 - Transcribe onto the INITIATION FLAT the INDEX PSU, SEGMENT, BLOCK, and LINE NUMBER. Ask all appropriate questions in Sections D (for owners), E (for renters) and F. Estimate rental value for owner units (Question #10) if required but not already done.

STEP 6 - After completing all appropriate sections, ask the respondent for the following information if you have not already done so:

1. OCCUPANT'S NAME (VERIFY ADDRESS)
2. OCCUPANT'S ZIP CODE
3. OCCUPANT'S TELEPHONE NUMBER
4. CONTACT TIME
5. LANDLORD OR MANAGER INFORMATION (If applicable)
6. RESPONDENT'S NAME (If different from occupant)

An effort should be made to obtain information (address and telephone number) for at least two types of eligible respondents (occupant, landlord, and manager) for renter-occupied units. This will aid in making future contacts.

STEP 7 - Complete the Collection Record section of the form after the interview.

STEP 8 - Review the schedule following the self-editing steps in Appendix C.3, Part II.

STEP 9 - Submit a SCREENING FORM to Washington for every housing unit in the sample. An INITIATION FLAT must be attached by staple to all SCREENING FORMS where the unit passed screening.

2.3.3.3 REINITIATION OF HOUSING UNITS

A housing unit must be reinitiated under the following circumstances:

1. When a schedule from the most recent pricing period has been submitted with any incomplete sections (B-E), a message from Washington to "REINITIATE" will occur on the RE-PRICING FORM (BLS 222R), or

2. While pricing, you find that a unit has:

   (a) changed in tenure from owner to renter or vice versa, or
   (b) it is occupied by an owner who has lived there less than twelve months, or
   (c) a renter who has lived there less than six months.

   This information is determined in accordance with Question #5 in Section B of the RE-PRICING FORM (BLS 222R). Check off the appropriate box at the end of Section B and reinitiate. Note: You have already started Step 1 below by asking the questions in Section B.

To reinitiate, follow these steps.

STEP 1 - Contact the respondent and ask all of the appropriate questions on the REPRICING FORM (BLS 222R) in Sections B, C, D (for owners), E (for renters) and F. Ask the appropriate question in Section G if the message says to "COMPLETE SECTION G".

STEP 2 - After completing all appropriate sections, ask the respondent for the following information if you have not already done so OR verify the information if preprinted:

1. OCCUPANT'S NAME (VERIFY ADDRESS)
2. OCCUPANT'S ZIP CODE
3. OCCUPANT'S TELEPHONE NUMBER
4. CONTACT TIME
5. LANDLORD OR MANAGER INFORMATION (If applicable)
6. RESPONDENT'S NAME (If different from occupant)

An effort should be made to obtain information (address and telephone number) for at least two types of eligible respondents (occupant, landlord, and manager) for renter-occupied units. This will aid in making future contacts.

STEP 3 - Fill in the Collection Record section of the form after completion of the interview. For owner occupied units, please estimate the rental value (Question #10) if required but not already complete (only for personal visit collection.)

STEP 4 - Review the schedule following the review and verification instructions in Appendix C.3, Part II.

STEP 5 - Transmit the completed REPRICING FORM (BLS 222R) to Washington.

2.3.3.4 REPRICING OF HOUSING UNITS

If the unit is not scheduled to be initiated or reinitiated, a message from Washington to "REPRICE", "REPRICE-COMPLETE SECTION F", or "REPRICE-COMPLETE SECTION G" will appear on the REPRICING FORM (BLS 222R).

To reprice, follow these steps:

STEP 1 - Contact the respondent and ask all of the appropriate questions on the REPRICING FORM (BLS 222R) in Sections B, D (for owners) and E (for renters). Ask ALL of the questions in Section F if the message says to "COMPLETE SECTION F." Ask the appropriate questions in Section G if the message says to "COMPLETE SECTION G."

STEP 2 - After completing all appropriate sections, ask the respondent for the following information if you have not already done so OR verify the information if preprinted:

1. OCCUPANT'S NAME (VERIFY ADDRESS)
2. OCCUPANT'S ZIP CODE
3. OCCUPANT'S TELEPHONE NUMBER
4. CONTACT TIME
5. LANDLORD OR MANAGER INFORMATION (If applicable)
6. RESPONDENT'S NAME (If different from occupant)

An effort should be made to obtain information (address and telephone number) for at least two types of eligible respondents (occupant, landlord, and manager) for renter-occupied units. This will aid in making future contacts.

STEP 3 - Fill in the Collection Record section of the form after completion of the interview. For owner occupied units, please estimate the rental value for owner units (Question #10) if required but not already complete (only for personal visit collection.)

STEP 4 - Review the schedule following the review and verification instructions in Appendix C.3, Part II.

STEP 5 - Transmit the completed REPRICING FORM (BLS 222R) to Washington.

2.3.3.5 SUBDIVIDED UNITS

SUBDIVIDED UNITS (MAXIMUM OF 5)

When a housing unit is found to actually be 2 to 5 housing units with separate entrances, the resulting units are classified as subdivided units. On Schedules BLS 222S and BLS 222R, Question #2 in Section B identifies these "subdivided" occurrences.

When this occurs, complete the original form through Question #2 and code the schedule "74" (Unit Subdivided), which cancels the original form permanently. Be sure that the other units are not already reflected on the current segment listing form. Each housing unit within a subdivided unit is to be interviewed separately. If the original unit was scheduled for initiation, initiate each of the units resulting from the subdivision by following the initiation steps in 2.3.3.2. Please note that all units must pass tenure screening status in Question #3. You MUST use a blank SCREENING FLAT (BLS 222S) instead of a preprinted screening form for each new unit. Transcribe all of the information in the Administrative Section to the SCREENING FLAT (BLS 222S) and verify its accuracy. Ask the repondent for all missing information in the Administrative Section of the flat.

If the unit subdivided was to have been repriced or reinitiated, reinitiate each of the units resulting from the subdivision following the steps in Section 2.3.3.3. You MUST use a blank REPRICING FLAT (BLS 222R) instead of a preprinted REPRICING FORM (BLS 222R) for each of the new units. Transcribe all of the information in the Administrative Section of the FLAT (BLS 222R) and verify its accuracy. Ask the respondent for all missing information in the Administrative Section of the flat.

When collecting information from subdivided units, the interviewer MUST stress to the respondent that all questions now being asked pertain to only their housing unit. Place a note under SPECIAL INSTRUCTIONS on each new schedule stating that the unit has been subdivided. In addition, distinguish between the newly subdivided units; for example, "Upstairs" or "Basement." This is important for identification during future pricings.

When a unit is subdivided, submit the original schedule(s) coded "74" with all of the new schedules attached or banded together. Include an SO-608A identifying the package as "subdivided units" and list each schedule number included in the package. Washington will assign the two-digit Line Number Suffix code and Unit code to each schedule. It is not necessary to attach the SO-608A to the schedules.

NOTE: The preprinted suffix code and the information you report in the "Special Instructions" area permit you to identify the specific unit, i.e., basement, 1st floor rear, etc. In addition, each household MUST have a separate entrance through a hallway, stairway, or from the outside in accordance with Question 2B.

COMPLICATED SUBDIVISIONS

If your assignment involves subdividing in a structure, i.e., 2 units becoming 3, 2 units becoming 3 along with a commercial establishment, ten units becoming twelve, ... etc., code all of the affected housing units "59" (Fails Temporarily as an "Other Condition"), STOP THE INTERVIEW at Question #2, and include an SO-608A explaining:

(1) the total number of subdivided units which exist, and
(2) the different street or apartment addresses, if applicable.

2.3.3.5 SUBDIVIDED UNITS (Continued)

Be sure to include on your SO-608A the PSU, Segment, Block, Line, and Schedule Number of each unit involved in the subdivision, specify the current phase (screening/initiation or reinitiation), and attach any drawings to assist Washington in the location of unit(s) for pricing. All of the original schedules coded "59" should be attached or banded together. It is not necessary to attach the SO-608A to the schedules.

In addition, be sure that the other units are not already reflected on the current segment listing form, and that each household has a separate entrance through a hallway, stairway, or from the outside in accordance with Question #2B.

MULTIPLE SUBDIVISIONS (6 OR MORE UNITS)

When an original housing unit is found to actually be 6 or more units, code the orginal schedule "59" (Fails Temporarily as an "Other Condition"), STOP the screening or reinitiation process, and include an SO-608A explaining:

(1) the total number of subdivided units which exist, and
(2) the different street or apartment addresses, if applicable

Be sure to include on your SO-608A the PSU, Segment, Block, Line, and Schedule Number of the unit involved in the subdivision, specify the current phase (screening/initiation or reinitiation), and attach any drawings to assist Washington in the location of the units for pricing. The original schedules coded "59" should be attached or banded together. It is not necessary to attach the SO-608A to the schedules.

In addition, be sure that the other units are not already reflected on the current segment listing form, and that each household has a separate entrance through a hallway, stairway, or from the outside in accordance with Question #2B.

NEW CONSTRUCTION SUBDIVISIONS

New Construction subdivisions provide a special case exception for initiation since SCREENING FLATS do not exist on BLS 222NC forms. When this occurs, code all of the affected housing units "59" (Fails Screening Temporarily as an "Other Condition"), STOP the screening process, and include an SO-608A explaining:

(1) the total number of subdivided units which exist, and
(2) the different street or apartment addresses, if applicable.

DO NOT INITIATE NEW CONSTRUCTION WHEN SUBDIVIDED UNITS ARE INVOLVED. Washington will determine if any multi-unit new construction structures should be screened for initiation and if so, how many units should be selected in the sample, thereby generating multiple BLS 222NC schedules for the next panel.

Be sure to include on your SO-608A the PSU, Segment, Block, line, and Schedule Number of each unit involved in the subdivision, specify the current phase (New Construction Screening/Initiation), and attach any drawings to assist Washington in the location of the units for pricing. The original schedule(s) coded "59" should be attached or banded together. It is not necessary to attach the SO-608A to the schedules.

In addition, be sure that each household has a separate entrance through a hallway, stairway, or from the outside in accordance with Question #2B.

2.3.3.6 MERGED UNITS

A housing unit, when combined with other housing units (whether in the survey or not), is classified as MERGED. Code all schedules representing housing units involved in this merge as "75" (Unit Merged).

SCHEDULE REGENERATION AND INTERVIEW STATUS

A. If only one of the former housing units involved in the merge is in our survey and:
  1. the schedule status is "Initiate" then,
    a. Cancel the original screening form using Interview Response code "75".
    b. Transcribe all administrative information to a blank screening FLAT (BLS 222S).
    c. Complete the remainder of the questions on BLS 222S as described in Sections 2.7 and 2.8 .
    d. If the unit passes screening, continue the interview using a blank initiation flat (BLS 222i)

  OR

  2. the schedule status is "Reinitiate" or "Reprice" then:
    a. Cancel the original schedule using Interview Response code "75"
    b. Transcribe all administrative data to a blank repricing FLAT (BLS 222R)
    c. Complete the remainder of the questions on BLS 222R (including all administrative questions). Verify the address.
    d. Reinitiate the merged unit.

B. If two or more housing units involved in the merge are all in the same survey interview stage of initiation, reinitiation, or repricing, then proceed as instructed in A1 or A2.

C. If one or more housing units in the merge has been initiated previously and the other(s) is (are) not, then reinitiate the merged unit. Transcribe the former schedule number from the preprinted BLS 222R form having the smallest line number on a blank repricing FLAT for the merged unit. Then proceed with the reinitiation interview.

NOTE: Washington will assign a new unit and line number suffix Code for the merged unit.

Place a note under PERMANENT SPECIAL INSTRUCTIONS on the new schedule stating that the unit has been merged. For example, "This is a merged unit." This is important for identification during future pricings.

When a unit is created by a "merge", include an SO-608A identifying the package as "merged" and list each schedule included in the package. Washington will assign the two-digit Line Number Suffix code and Unit code to each schedule. Submit the original schedules coded "75" with all of the new schedules attached or banded together. It is not necessary to attach the SO-608A to the schedules.

New Construction Exception:
If any of the housing unit(s) are from new construction initiation, then code the BLS 222NC schedule(s) "59" (Fails Screening Temporarily as an "Other Condition"). Do NOT initiate the merged unit(s). Explain the merge involving the initiation of New Construction unit(s) on an SO-608A. Be sure to give the old and new addresses for the unit(s). Submit the original schedules coded "59" attached or banded together. It is not necessary to attach the SO-608A to the schedules.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS

The New Construction Survey is a Tenure Screening and Initiation Survey of housing units built since the 1980 Census. The Census Bureau furnishes BLS an ongoing sample of newly constructed housing units drawn from their building permit data files. Their effort in supplying this data is comparable to housing data gathered in the Listing Survey. BLS formats the data, places it onto the CPI Housing Data Base, samples the units, and for each new construction sample unit, generates a New Construction Screening Form (BLS 222NC) (See Appendix A.12).

As indicated earlier, new construction is - for BLS purposes - construction that has occurred since the 1980 Census. Unfortunately, the highway or street maps supplied by the Census Bureau were published from 1980 Census data and may not reflect recent additions of streets and roads in the locality. Keep this in mind when beginning your new construction assignments. Further on-site investigation on your part may be required in order to establish the exact assignment location. If so, use the Permanent Special Instruction area of the screening form for inserting additional locating instructions.

The screening form contains one or more of the following instructions preprinted in the Permanent Special Instructions section and Map section (abbreviations will be used extensively).

MAP:

```
MAP 685-1-3 GRID B-6
\________   ________/
        \/
         1
```

PERMANENT SPECIAL INSTRUCTIONS:

```
  SMA    HHN 002   BAXTER TERR
\_   _/ \_________  __________/
  \/          \/
   2           3
```

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

1. **A Survey Map Number and Map Grid Coordinates** - Hyphens and/or brackets are used by Census personnel when coding the street maps. The map number (and sometimes alphabetical) characters must match the information appearing in the Map field. The series of numbers and letters form the basis for identification of a specific street map.

   The Map Grid Coordinates consist of alphanumeric combinations that correspond to grid area locations within the specific map. These grids can appear as "boxed off" sections of the map to which streets and highways are indexed.

   The Map Number and Grid Coordinates will, when used collectively, approximate the location of the unit(s). In some area street maps, the map layout is in booklet form. These multiple pages combine to form one of our mapped areas. Then, a map page number is used in conjunction with map coordinates. For example: GRID 12-D-3 may mean page 12, section D3.

   NOTE: Safeguard the Washington supplied Grid Maps for each PSU. In most instances, they represent the only copy that Census has made available. A record of the map type (publication and brand of map) and Census Bureau numbering scheme should be recorded elsewhere for future reference. If possible, obtain similar or identical maps locally for your daily requirements. Field manager and regional office policies apply.

2. **"SMA" (Sketch Map Attached) -** A sketch map is provided when the exact address is unknown. This sketch, drawn by Census personnel, pinpoints the location of the selected unit(s).

   NOTE: As an added reminder of the need for a sketch map, **SMA** *appears on the transmittal sheet next to the housing unit identification number.*

3. **Other Information -** Occasionally, additional information may accompany the sample unit, i.e. name of subdivision, name of apartment complex, etc. In other instances, with new roads under construction or yet unnamed, the Census Bureau uses the abbreviation "HHN" (Household Number) followed by a number to represent a specific housing unit. This alphanumeric code when used with an accompanying sketch map provides a detailed location within grid coordinates. For example, "HHN 002" would mean household number 002 on the sketch map. This other information appears under "Permanent Special Instructions'. See Section 2.4.9 for detailed information on "Permanent Special Instructions" entries.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Locating New Construction Housing Units

The following reference materials are provided for the New Construction survey:

Materials for Permit New Construction

1. Grid maps (usually street maps) are provided by the Bureau of Census.
2. Sketch maps - these are hand-drawn maps provided by the Bureau of Census for assignments that do not have street numbers. The sketch map is provided to pinpoint the location of the selected unit.
3. BLS 222NC screening form

The following information appears on the BLS222NC Screening form.

Address: 3575 N.Moorpark Rd. Bldg A.
Thousand Oaks, CA

Map: Map795-1 Grid64-D-3

In this example, the sampled unit has an address of 3575 N. Moorpark Rd. Bldg A. in Thousand Oaks, California. The Grid map to use (supplied by Washington) is map number 795-1, the grid coordinates for the sample address are 64-D-3. This means you should refer to page 64, horizontal line area lettered D, vertical column area numbered 3. See examples of maps on pages 2-30 through 2-32.

Materials for Non-Permit New Construction

1. 8 1/2 x 11 photocopy of Census Tract area in which sampled unit is located.
2. Sketch map pinpointing location of sampled unit in Census Tract area.
3. Photocopy of Census listing sheet when available.
4. BLS 222NC Screening form.

Note: Grid maps are not provided for Non-Permit New Construction assignments.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Sources to Use in Locating Assignments

If you cannot locate your assigned addresses, you should contact secondary sources. The following is a list of possible sources.

1. U.S. Post Office
   A telephone call to the Post Office located in the zip code area for the assigned grid coordinate area may provide information on a hard-to-locate street number or street name.

2. County Planning Offices
   Some planning offices have maps showing all new streets and proposed streets.

3. County/City Treasurer's office or Assessor's office
   If a building address exists, it should be on the Real Estate Tax rolls. A telephone call to one of these offices may help you locate an address.

4. Local Fire Department
   The fire station nearest the grid coordinate area may have a map or knowledge of the existing streets in the area.

Common Problems Encountered in New Construction Initiation

1. Street name not found.
   If a street name cannot be found as spelled, check for similar sounding or similarly spelled names. For example, Carmen Ct vs. Carman Ct. If the assigned street number is found on a street with a similar name and it is within the grid coordinates, screen the unit and correct the address on the schedule. If the street cannot be found after contacting some of the above named sources, complete an SO-608A explaining the problem and send it to Washington. The SO-608A should have a complete explanation of the situation including all steps made to locate the unit.

2. Street number not found.
   If the street number does not exist within the grid coordinates, explain in an SO-608A what you have found. For example: The street number assigned is in the 1200 block and the grid coordinates cover from the 4800 block to 6000. Or the assigned number 1248 does not exist but 1240, 1246, 1252, 1258 exist with no vacant lots in between.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

3. Construction Not Started (CNS)
This type of problem exists in a least two different ways.

   a. In some cases the Census Bureau has sent a data collector out to investigate a permit to obtain an address or draw a sketch pinpointing a sample unit. If Census finds that construction has not started on the unit, we are notified of this and a note is entered in Permanent Special Instructions, e.g. CNS - Construction not started as of 1/24/88. Do not assign to field staff. Updated information may come at a later time.

   b. The second way we learn of this problem is from BLS Field Representatives when a vacant lot or vacant field is found at the location of the sample address. A full explanation, by SO-608A, of the situation is necessary when this occurs.

Response codes for units not found.

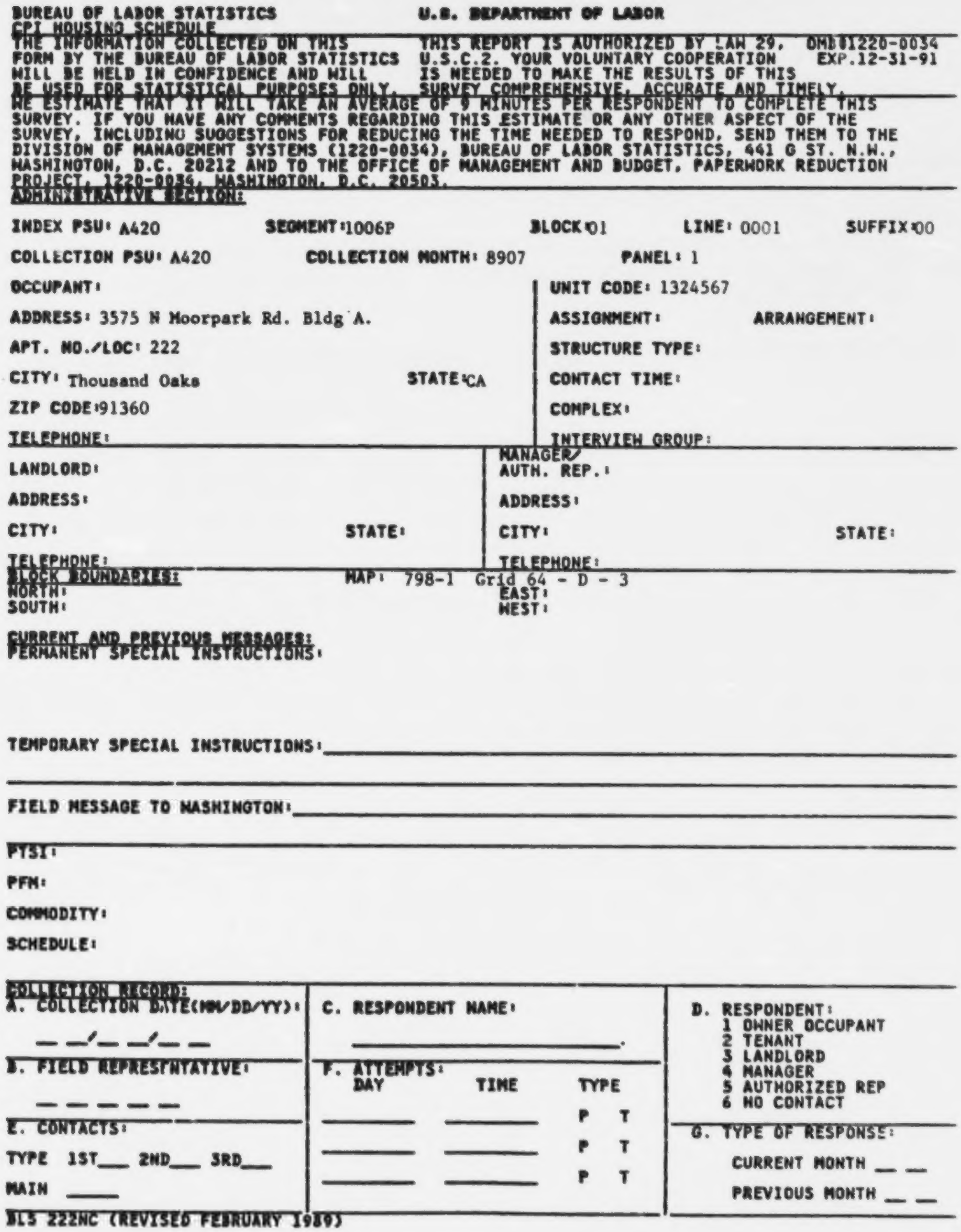
Code
53 - Under construction (only used for New Construction housing units)
54 - Construction not started (only used for New Construction housing units)
58 - Unable to locate

Refer to Section 2.5.6.5, pages 2.77 and 2.78 for a full explanation of these codes.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Examples: (1) continued

Information appearing on cover page of Screening Form



BUREAU OF LABOR STATISTICS **U.S. DEPARTMENT OF LABOR**
CPI HOUSING SCHEDULE

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29, U.S.C.2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE AND TIMELY.

OMB#1220-0034
EXP.12-31-91

WE ESTIMATE THAT IT WILL TAKE AN AVERAGE OF 9 MINUTES PER RESPONDENT TO COMPLETE THIS SURVEY. IF YOU HAVE ANY COMMENTS REGARDING THIS ESTIMATE OR ANY OTHER ASPECT OF THE SURVEY, INCLUDING SUGGESTIONS FOR REDUCING THE TIME NEEDED TO RESPOND, SEND THEM TO THE DIVISION OF MANAGEMENT SYSTEMS (1220-0034), BUREAU OF LABOR STATISTICS, 441 G ST. N.W., WASHINGTON, D.C. 20212 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT, 1220-0034, WASHINGTON, D.C. 20503.

ADMINISTRATIVE SECTION:

INDEX PSU: A420 SEGMENT: 1006P BLOCK: 01 LINE: 0001 SUFFIX: 00
COLLECTION PSU: A420 COLLECTION MONTH: 8907 PANEL: 1

OCCUPANT:
ADDRESS: 3575 N Moorpark Rd. Bldg A.
APT. NO./LOC: 222
CITY: Thousand Oaks STATE: CA
ZIP CODE: 91360
TELEPHONE:

UNIT CODE: 1324567
ASSIGNMENT: ARRANGEMENT:
STRUCTURE TYPE:
CONTACT TIME:
COMPLEX:
INTERVIEW GROUP:

LANDLORD:
ADDRESS:
CITY: STATE:
TELEPHONE:

MANAGER/
AUTH. REP.:
ADDRESS:
CITY: STATE:
TELEPHONE:

BLOCK BOUNDARIES: MAP: 798-1 Grid 64 - D - 3
NORTH: EAST:
SOUTH: WEST:

CURRENT AND PREVIOUS MESSAGES:
PERMANENT SPECIAL INSTRUCTIONS:

TEMPORARY SPECIAL INSTRUCTIONS: ____________________

FIELD MESSAGE TO WASHINGTON: ____________________

PTSI:
PFM:
COMMODITY:
SCHEDULE:

COLLECTION RECORD:

A. COLLECTION DATE(MM/DD/YY): __ __/__ __/__ __

B. FIELD REPRESTNTATIVE: _ _ _ _ _

E. CONTACTS:
TYPE 1ST___ 2ND___ 3RD___
MAIN _____

C. RESPONDENT NAME: ____________________.

F. ATTEMPYS:

DAY	TIME	TYPE
________	________	P T
________	________	P T
________	________	P T

D. RESPONDENT:
1 OWNER OCCUPANT
2 TENANT
3 LANDLORD
4 MANAGER
5 AUTHORIZED REP
6 NO CONTACT

G. TYPE OF RESPONSE:
CURRENT MONTH __ __
PREVIOUS MONTH __ __

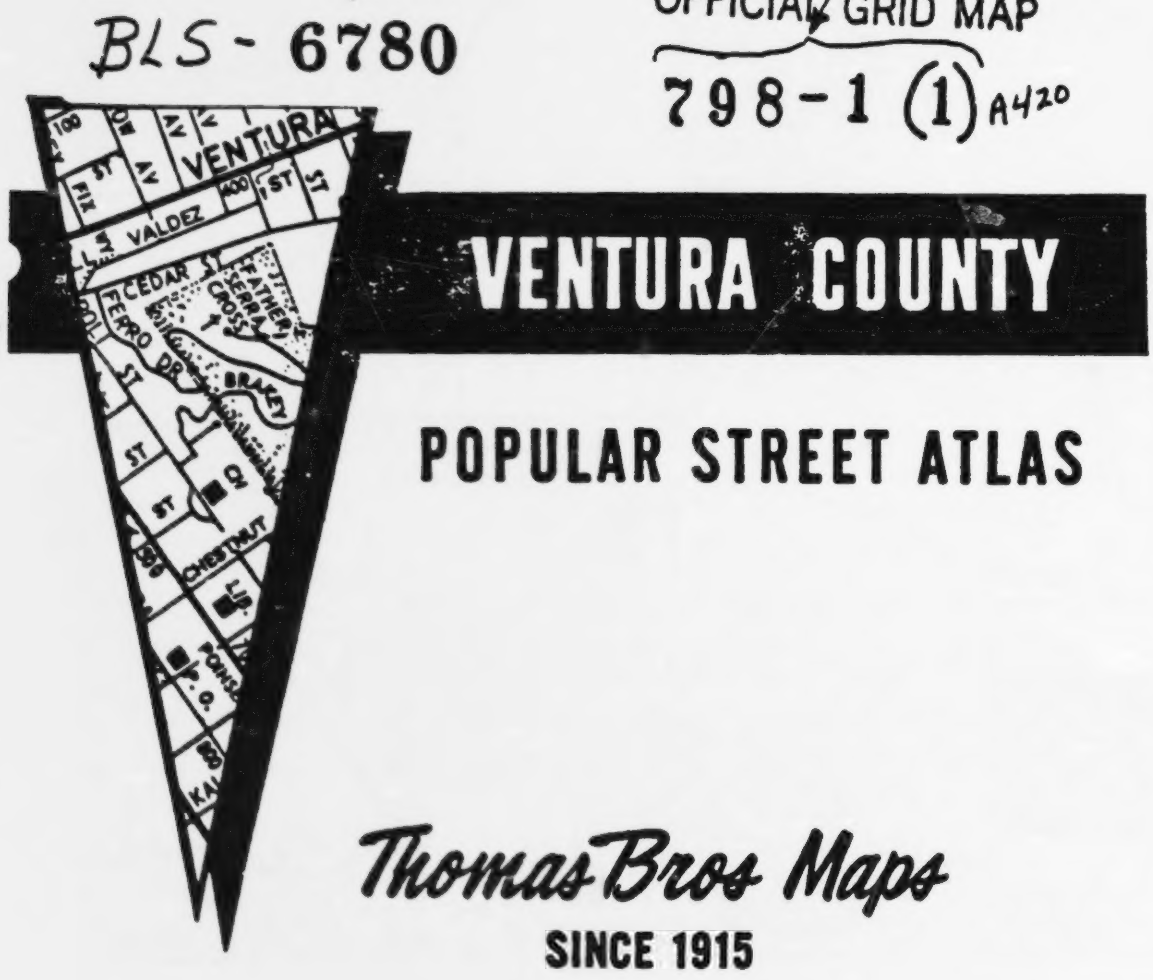
BLS 222NC (REVISED FEBRUARY 1989)

Examples: (1) continued

Map Cover Page Numbering

Census Bureau PSU Number

Grid Map Designation



BLS - 6780

OFFICIAL GRID MAP

798-1 (1) A420

VENTURA COUNTY

POPULAR STREET ATLAS

Thomas Bros Maps

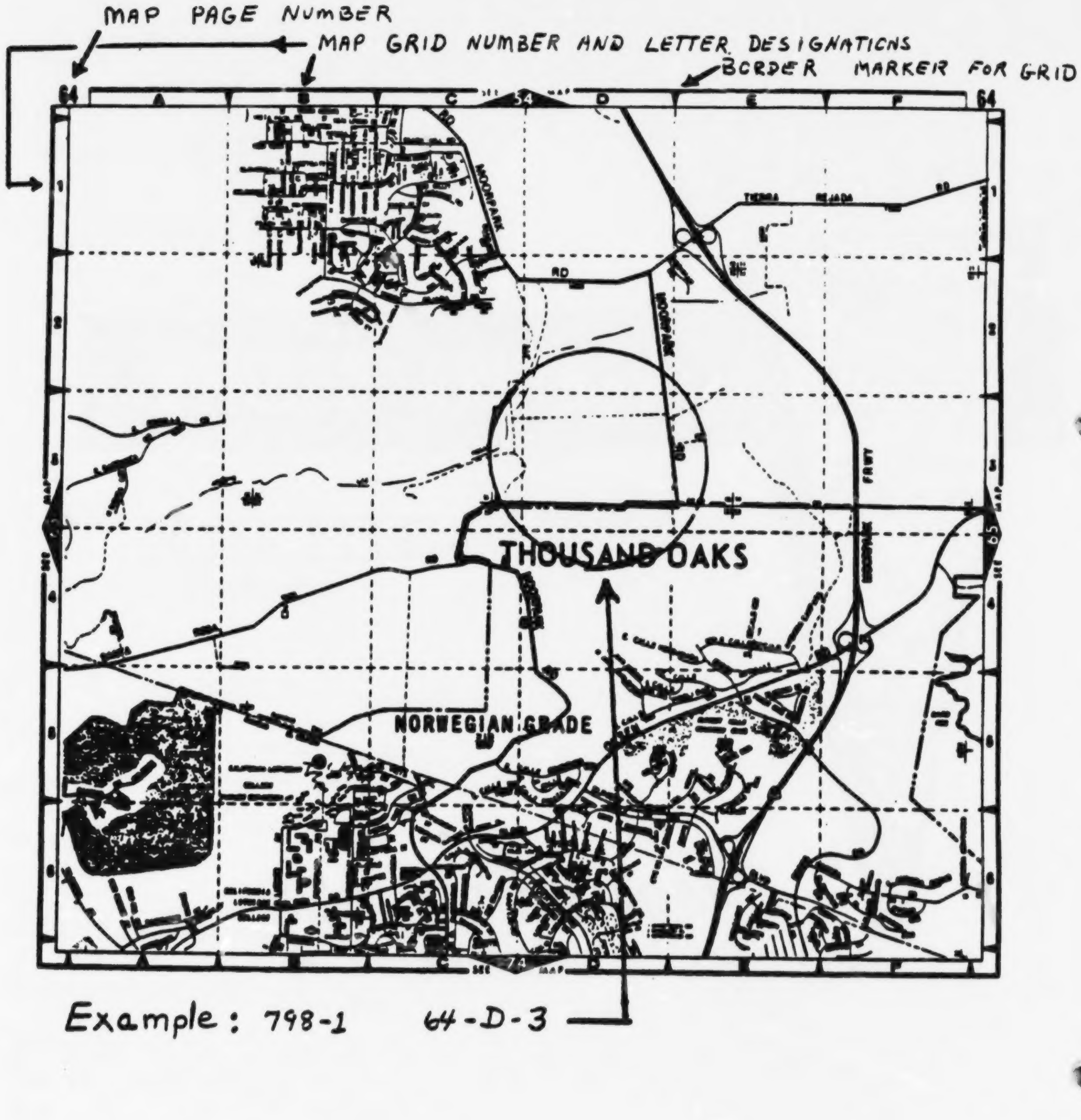
SINCE 1915

VENTURA
VALDEZ
CEDAR
FERRO DR
FATHER SERRA
SERRA CROSS
BRAKEY
CHESTNUT
P.O.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Examples: (1) continued

Grid Map Coordinate Coding


MAP PAGE NUMBER
MAP GRID NUMBER AND LETTER DESIGNATIONS
BORDER MARKER FOR GRID
64
A
B
C
54
D
E
F
64
1
2
3
4
5
6
65
74
TIERRA REJADA RD
MOORPARK
RD
FRWY
THOUSAND OAKS
NORWEGIAN GRADE
Example: 798-1 64-D-3

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Examples: (2) The following information appears on the New Construction Screening form BLS 222NC (January 1989):

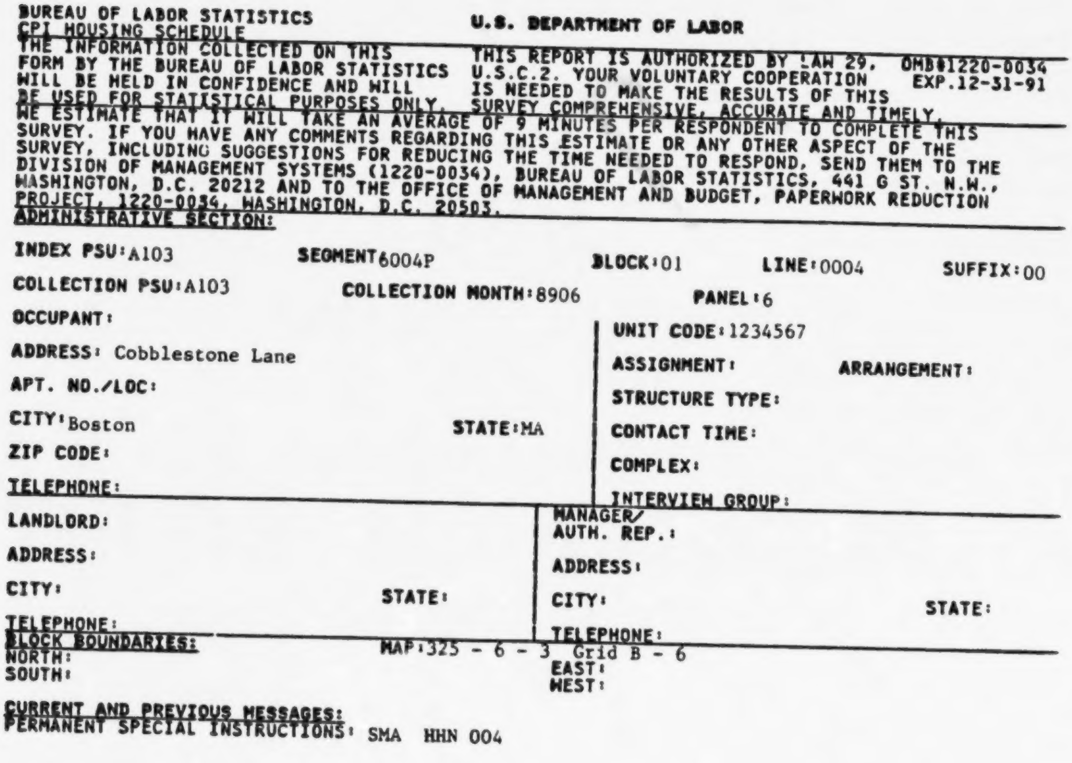
Address:

Cobblestone Lane
Sandown, NH

Permanent Special Instructions: SMA HHN04
Map: Map235-6-3 Grid B-6

The sampled unit in example #2 did not have a specific street number in the address. The abbreviation SMA (Sketch Map Attached) appears in Permanent Special Instructions instead. By referencing map number 235-6-3, we find such a map exists. Using the B-6 grid coordinates, we find the area of the map, and using the attached sketch map (supplied with the assignment), we are able to identify household number 04. See pages 2.34 through 2.36.

The information appearing on cover page of Screening Form is as follows:



BUREAU OF LABOR STATISTICS
CPI HOUSING SCHEDULE
U.S. DEPARTMENT OF LABOR

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29, U.S.C.2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE AND TIMELY.

OMB#1220-0034
EXP.12-31-91

WE ESTIMATE THAT IT WILL TAKE AN AVERAGE OF 9 MINUTES PER RESPONDENT TO COMPLETE THIS SURVEY. IF YOU HAVE ANY COMMENTS REGARDING THIS ESTIMATE OR ANY OTHER ASPECT OF THE SURVEY, INCLUDING SUGGESTIONS FOR REDUCING THE TIME NEEDED TO RESPOND, SEND THEM TO THE DIVISION OF MANAGEMENT SYSTEMS (1220-0034), BUREAU OF LABOR STATISTICS, 441 G ST. N.W., WASHINGTON, D.C. 20212 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT, 1220-0034, WASHINGTON, D.C. 20503.

ADMINISTRATIVE SECTION:

INDEX PSU:A103 SEGMENT 6004P BLOCK:01 LINE:0004 SUFFIX:00
COLLECTION PSU:A103 COLLECTION MONTH:8906 PANEL:6
OCCUPANT:
ADDRESS: Cobblestone Lane
APT. NO./LOC:
CITY: Boston STATE:MA
ZIP CODE:
TELEPHONE:

UNIT CODE:1234567
ASSIGNMENT: ARRANGEMENT:
STRUCTURE TYPE:
CONTACT TIME:
COMPLEX:
INTERVIEW GROUP:

LANDLORD:
ADDRESS:
CITY: STATE:
TELEPHONE:

MANAGER/
AUTH. REP.:
ADDRESS:
CITY: STATE:
TELEPHONE:

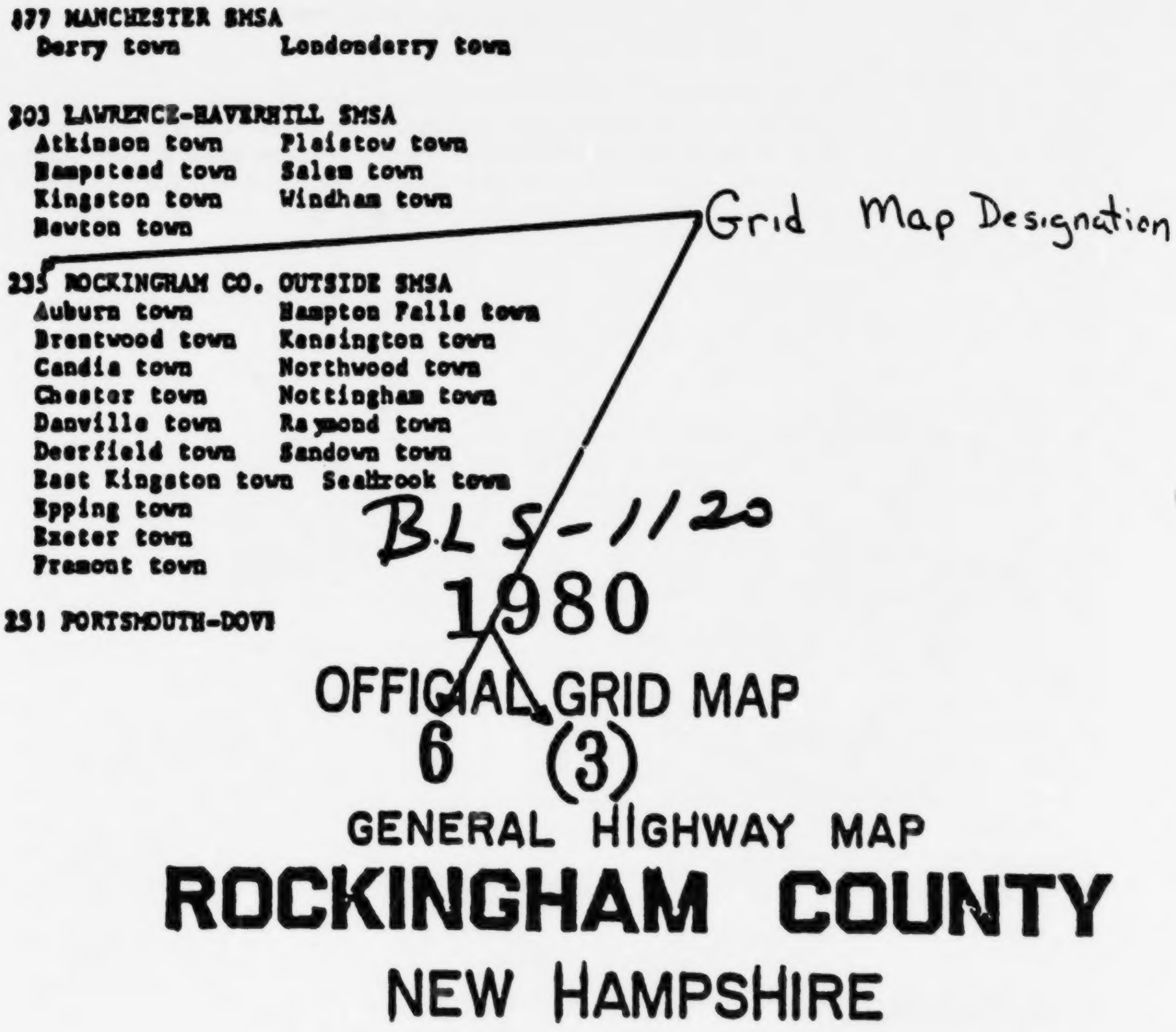
BLOCK BOUNDARIES: MAP:325 - 6 - 3 Grid B - 6
NORTH:
SOUTH:
EAST:
WEST:

CURRENT AND PREVIOUS MESSAGES:
PERMANENT SPECIAL INSTRUCTIONS: SMA HHN 004

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Examples: (2) continued

Map Cover Page Numbering



877 MANCHESTER SMSA
Derry town
Londonderry town

303 LAWRENCE-HAVERHILL SMSA
Atkinson town
Hampstead town
Kingston town
Newton town
Plaistow town
Salem town
Windham town

235 ROCKINGHAM CO. OUTSIDE SMSA
Auburn town
Brentwood town
Candia town
Chester town
Danville town
Deerfield town
East Kingston town
Epping town
Exeter town
Fremont town
Hampton Falls town
Kensington town
Northwood town
Nottingham town
Raymond town
Sandown town
Seabrook town

231 PORTSMOUTH-DOVE

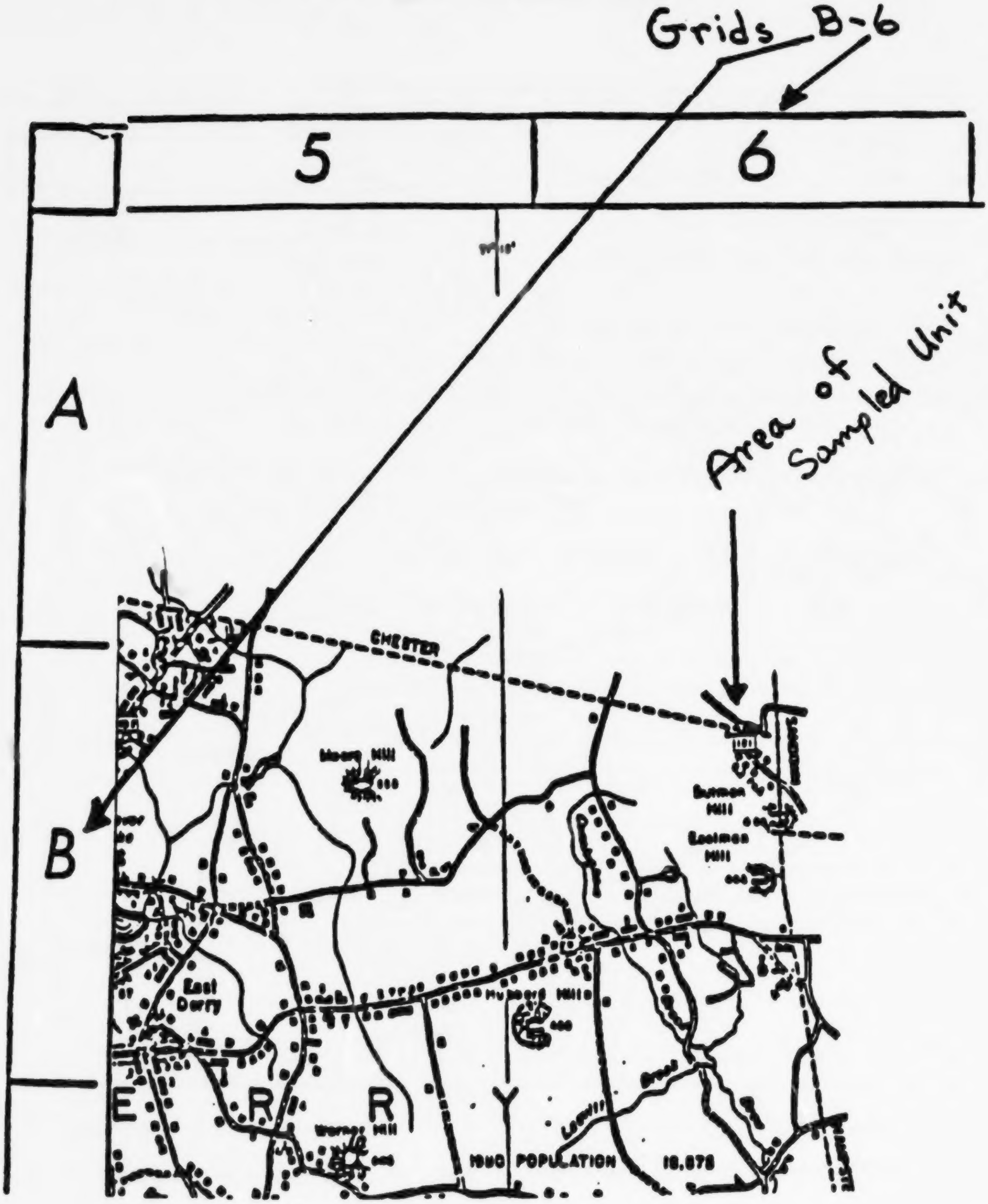
Grid Map Designation

BLS-1120

1980
OFFICIAL GRID MAP
6 (3)
GENERAL HIGHWAY MAP
ROCKINGHAM COUNTY
NEW HAMPSHIRE

Examples: (2) continued

Grid Map Coordinate Coding


Grids B-6
5
6
A
B
Area of Sampled Unit
CHESTER
East Derry
E R R Y
POPULATION

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Examples: (2) continued

Census Bureau Sketch Map

FORM 11-187
U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

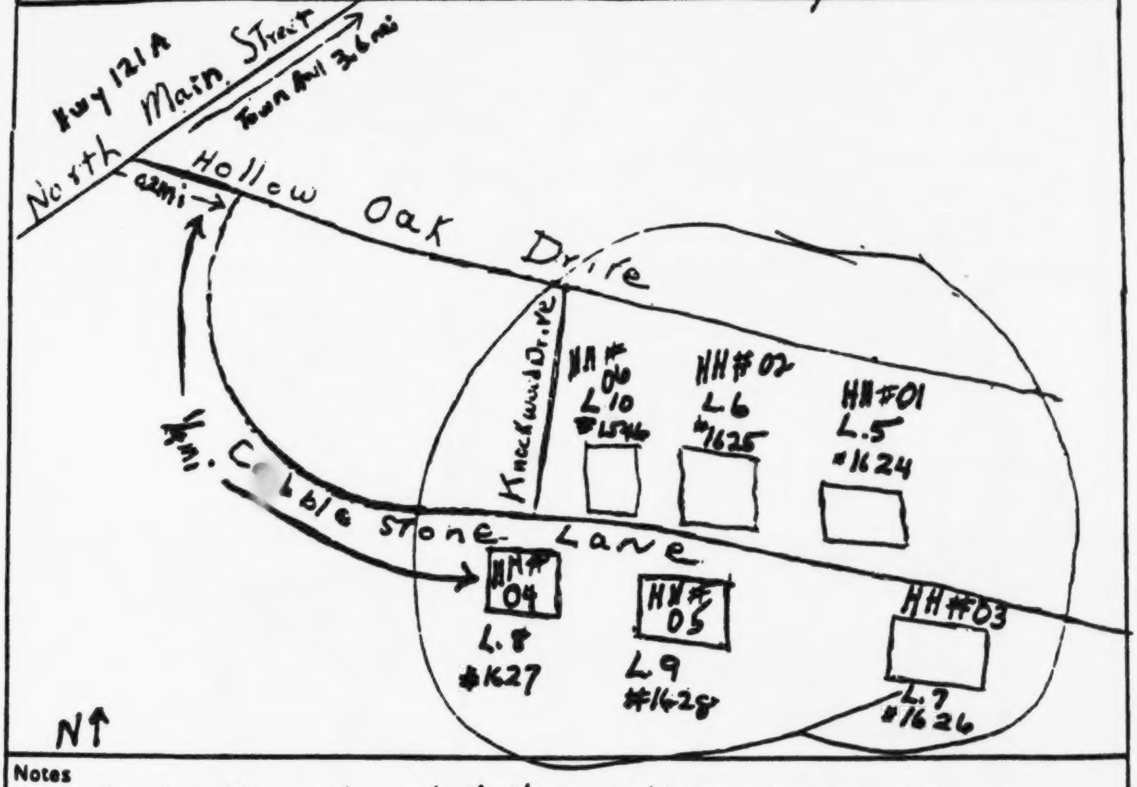
PSU 1120
Seg# 6004P
HH 01, 02, 03, 04, 05, 06

PERMIT SKETCH MAP
PERMIT ADDRESS LIST OPERATION

1. Regional Office: Boston
2. PSU: 235
3. Permit month and year: 06/89
4a. Permit office name: Sandown Town
b. County: RocKing Ham.
c. State: N.H.
5a. Permit No.: 1624 1625 426, 627 1628 1546
b. Listed on 11-193 line No.: 5 6 7 8 9 10
6a. Grid map No.:
b. Grid coordinate:

ATTENTION REGIONAL OFFICE: Keep both copies in Regional Office files.

7. Name of interviewer: Sarah BlodgeTT
Code:


Hwy 121A
North Main Street
Town Hall 3.6 mi
.02mi
Hollow Oak Drive
Knockwood Drive
HH# 06
L 10
#1546
HH#02
L 6
#1625
HH#01
L.5
#1624
1/4mi.
Cobble Stone Lane
HH# 04
L.8
#1627
HH# 05
L9
#1628
HH#03
L.7
#1626
N↑

Notes

North Main st and Hollow Oak Drive are 3.6 miles from Sandown Town Hall on Main St - Hwy 121A.

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

Using the information described on the previous pages to locate the addresses, **initiate** the New Construction unit by following these steps:

STEP 1 - Check the preprinted information on the SCREENING FORM. This should include.

1. INDEX PSU
2. SEGMENT
3. BLOCK
4. LINE
5. ADDRESS
6. APT. NO./LOC.
7. CITY
8. STATE
9. PANEL
10. INITIATION STATUS (Question #3)

STEP 2 - For units successfully screened and initiated, complete the following:

1. COLLECTION PSU - From Regional Office (If Used)
2. ASSIGNMENT - From Regional Office (If Used)
3. ARRANGEMENT - From Field Representative (If Used)

STEP 3 - For all successfully screened units, enter the following information by observation after the initiation interview:

1. COMPLEX - Name of Complex or Subdivision, if applicable.

2. INTERVIEW GROUP - See instructions in Section 2.4.6.1

3. BLOCK BOUNDARIES - Enter the North, South, East, and West boundaries on the appropriate lines using the following guidelines:

    a. Each boundary should be physical. Roads, bodies of water, and power lines are examples of physical boundaries.

    b. Each boundary should be permanent.

    c. Each undefined boundary should be identified by an "X". Undefined areas are groves of trees, the point of a triangle for blocks with only three boundaries, etc., while defined areas are streets, rivers, etc...

4. TYPE OF STRUCTURE - See Instructions in Section 2.6.1

5. INELIGIBLE HOUSING - See Instructions in Section 2.6.2

2.3.4 INITIATION OF NEW CONSTRUCTION HOUSING UNITS (Continued)

STEP 4 - Contact the respondent and ask all of the appropriate questions in Sections A, B, and C of the SCREENING FORM (BLS 222NC). If the housing unit passes all of the screening questions, continue the interview on the INITIATION FLAT (BLS222i). For new construction schedules the year built (Question 1) should be asked and completed. However, a New Construction unit is never "screened - out" on the basis of year built, regardless of whether the unit was constructed prior to or after 1980.

If the answer to Question #2B is "yes" (unit is subdivided), code the schedule "59", stop the interview, and include an SO-608A explaining the circumstances.

If the answer to Questions #2B, #7, or #8 is "yes" go to step 6.

If the answer to Question #3 does not match the given initiation status or the answer to #6B is "yes" go to step #7.

STEP 5 - Transcribe onto the INITIATION FLAT (BLS222i) the INDEX PSU, SEGMENT, BLOCK and LINE NUMBER. Ask all appropriate questions in Sections D (for owners), E (for renters) and F. Estimate rental value for owner units (Question #10) if required but not already done.

STEP 6 - After completing all appropriate sections, ask the respondent for the following information if you have not already done so:

1. OCCUPANT'S NAME (VERIFY ADDRESS)
2. OCCUPANT'S ZIP CODE
3. OCCUPANT'S TELEPHONE NUMBER
4. CONTACT TIME
5. LANDLORD OR MANAGER INFORMATION (If applicable)
6. RESPONDENT'S NAME (If different from occupant)

STEP 7 - Complete the Collection Record section of the form after the interview.

STEP 8- Check to see that the housing unit can be identified and located for future pricings from the address field, the map field and any information in Permanent Special Instructions.

STEP 9 - Review the schedules following the self-editing steps in Appendix C.3, Part II.

STEP 10 - Submit a SCREENING FORM (BLS 222NC) to Washington for every New Construction unit in the panel. An INITIATION FLAT (BLS222i) must be stapled to all SCREENING FORMS where the unit passed screening.

2.4 THE ADMINISTRATIVE SECTION

The Administrative Section contains information necessary to conduct the survey. This section identifies the location of the unit and the individuals or companies that own, rent, occupy, or manage the unit. Messages between the Field Representatives and others involved in the survey are also reported here.

All of the information in this section is important. Complete this section as thoroughly as possible. Update the information by verifying it during each collection.

Make changes to previously recorded information in the Administrative Section by lining through the old information completely and writing in the new information either above or to the right of the old information.

Some of the items in this section are difficult to obtain or not applicable. For example, a landlord's address and telephone number cannot always be obtained for a rental unit, and is not applicable to an owner-occupied unit. A complex name should be completed whenever available to aid in relocating units, but is also not always applicable.

As much of the Administrative Section as possible should be completed. Some items that may seem unnecessary to the Field Representative (e.g., zip code, number of attempts, or area code) are often useful if the next pricing is conducted by a different Field Representative, and may be used for survey research in the national office, or during Computer Assisted Telephone Interviewing (CATI) for the Housing Survey.

2.4.1 INDEX PSU, SEGMENT AND BLOCK

INDEX PSU

INDEX PSU: __|__|__|__

At initiation, transcribe the four-digit PSU code from the machine generated screening form or segment listing form. Also transcribe the Index PSU onto the blanks provided at the top of each page of the schedule. This is in case the pages become separated.

After initiation, the Index PSU will be preprinted here and at the top of each page of the schedule. DO NOT CHANGE IT. If there appears to be an error, contact your field manager immediately since you may have a schedule that belongs in another PSU.

Definition

PSU - Primary Sampling Unit - A four-digit code identifying the area of the country in which the housing unit is located.

SEGMENT

SEGMENT: __|__|__|__|__

At initiation, transcribe the five-digit segment number from the machine generated screening form or segment listing form. Transcribe it exactly as it appears. Also transcribe the segment number to the appropriate blanks at the top of each page of the schedule.

After initiation, the segment number will be preprinted here and at the top of each page of the schedule. DO NOT CHANGE IT. If there appears to be an error, note in a field message.

BLOCK

BLOCK: __|__

At initiation, transcribe the two-digit block number from the machine generated screening form or segment listing form. Transcribe it exactly as it appears. Also transcribe the block number to the appropriate blanks at the top of each page of the schedule. **Do not confuse the block number with the Census block number that may appear on the listing form.**

After initiation, the block number will be preprinted here and at the top of each page of the schedule. DO NO CHANGE IT. If there appears to be an error, note in a field message.

2.4.2 LINE, COLLECTION PSU AND COLLECTION MONTH

LINE

LINE: _|_|_|_

At initiation, transcribe the four-digit line number from the machine generated screening or segment listing form. Transcribe it exactly as it appears. If the line number is less than four digits, right-justify the number in the blanks provided. Also transcribe the line number to the appropriate blanks at the top of each page of the schedule.

After initiation, the line number will be preprinted here and at the top of each page of the schedule. DO NOT CHANGE IT. If there appears to be an error, note in a field message. If the unit has previously been involved in a split or merge, a suffix value of "01" or greater will appear. For example, "LINE 0 1 0 1 SUFFIX 01". Otherwise, the suffix will be "00". This is for Washington accounting purposes. DO NOT CHANGE IT.

COLLECTION PSU

COLLECTION PSU: _|_|_|_

At initiation, leave blank unless instructed otherwise by the Regional Office.

After initiation, the Collection PSU will be preprinted on the schedule. Changes can only be made by the Regional Office.

Example:

A Field Representative stationed in Philadelphia, PA (A102) has schedules to collect for the New York City, NY PSU (A111). If the schedules need to be sent for future interviews to the Philadelphia PSU with other Philadelphia schedules, contact your Regional Office who will enter the COLLECTION PSU A 1 0 2.

COLLECTION MONTH

COLLECTION MONTH: _|_|_|_

At initiation, leave blank.

After initiation, the preassigned year and month for collection is preprinted on the form. The digits for year and month take the form of YYMM. For example, 8 5 0 5 is May 1985. DO NOT CHANGE IT. If you feel that the number is in error, contact your field manager immediately since you may have a schedule that should be priced during a different collection month.

2.4.3 PANEL

PANEL

PANEL: __ (Maximum of one space)

At initiation, transcribe the panel number from the machine generated screening form or segment listing form. Transcribe the number exactly as it appears. This single digit number indicates the representative subset of schedules to which this unit belongs. Each subset is to be interviewed on a fixed cycle.

The numbers represent the months of the interviews and are as follows:

1 = January and July
2 = February and August
3 = March and September
4 = April and October
5 = May and November
6 = June and December

Renter schedules will return in the months represented by their panel number. Owner schedules will usually return only once a year, in one of the two months represented by their panel number. This is determined by the panel assignment and the response codes.

After initiation, the panel number is preprinted on the form. DO NOT CHANGE IT.

2.4.4.1 OCCUPANT INFORMATION - NAME AND ADDRESS

OCCUPANT: ______________________________
ADDRESS: ______________________________
APT.NO./LOC: ____________________________
CITY :_______________________ **STATE:** _|_
ZIP CODE: _|_|_|_|_ - _|_|_|_
TELEPHONE: (_|_|_) _|_|_ - _|_|_|_

OCCUPANT (Maximum of 25 spaces)

At initiation, enter the name of an adult occupant of the housing unit. If there is more than one occupant living in the unit, any one of the adult's names is acceptable. When interviewing a manager or landlord, get the current occupant's name, if possible.

After initiation, the name will be preprinted on the schedule. If the occupant has moved out of the unit, line through the preprinted name completely and write in the name of the new occupant above or to the right. Most occupants will give you their name. Names are also available from mailboxes and other sources.

ADDRESS (Maximum of seven spaces for the street number and 20 spaces for the street name.)

At initiation, transcribe the address of the unit from the machine generated screening form or segment listing form. Do not put apartment numbers on the address line. Record apartment numbers on the APT. NO./LOC line. The address should include the correctly abbreviated type of street (St), avenue (Ave), road (Rd), etc. See Appendix C.4. Consistent abbreviations are necessary for computer matching.

If there is no address on the machine generated screening form or segment listing form (just a description of the unit or the unit's location), write the address (if obtained during initiation) on both the listing form and the schedule.

If the listed address is wrong AND does not exist, attempt to identify the correct unit. Explain the results of this attempt in a field message or an SO-608A (i.e. "could not locate" or "correct address is ...") NEVER substitute another listed housing unit for a unit with an incorrect or missing address. If the correct unit cannot be identified, send an SO 608 with deatils explaining the problem.

After initiation, the address may change, but the unit MUST be the same one that was originally listed. If the address entered at initiation differs from the address on the listing form and there is no field message or SO-608A explaining this difference, the original address on the listing form will return at the next pricing.

If you cannot contact the unit originally listed, contact your Field Manager for further instructions. Types of legitimate address changes include:

(1) a correction in the spelling,
(2) when street names change, or
(3) when houses are renumbered or numbered.

2.4.4.2 OCCUPANT INFORMATION - APT.NO./LOC., CITY AND STATE

APT.NO./LOC - Apartment Number or Location **(Maximum of 7 spaces)**

At initiation, transcribe the apartment number from the computer generated screening form or segment listing form. Do not write in "#" or "Apt." If there is no apartment number but some other designation, such as "UPPER," "LOWER," "MIDDLE," enter this designation here. Otherwise, leave blank. See Appendix C.4 for abbreviations.

After initiation, the apartment number may change, but the unit must be the same one that was originally listed. Types of legitimate apartment number changes include:

(1) a renumbering of apartments in a complex.
(2) numbers assigned to a previously unnumbered apartment.

CITY (Maximum of 25 spaces)

At initiation, enter the city or suburban area in which the housing unit is located. This can usually be transcribed from the listing form, BUT if the local area has a different name, use the actual name. For example, a listing form for a segment in Garland, Texas may have "Dallas" printed on the form. If the unit is in Garland, write in "Garland" not "Dallas" as the city. If a unit is not in a city, write in the post office name or the name of the county.

After initiation, the entry can be changed if there was an error in spelling, if the name of the city has been changed, or if the area has been incorporated into another city.

STATE

At initiation, enter the two character code for the state. Use the two character code approved by the postal service. See Appendix C.4. Enter the state in which the housing unit is located. For example, Bethesda, MD is in the Washington, D.C. PSU. "MD" should be entered as the state code. Do NOT use periods with abbreviations.

After initiation, no changes should be necessary unless an error had been made previously.

2.4.4.3 OCCUPANT INFORMATION - ZIP CODE AND TELEPHONE NUMBER

ZIP CODE

At initiation, enter the zip code for the housing unit. This information can be obtained from the occupant or from the zip code directory. Enter the zip code in the first five blanks provided. The four blanks after the dash are for the "zip plus 4" system, for when it is implemented by the postal service. Fill in all blanks if a 9-digit zip code is available.

After initiation, errors on the preprinted zip code can be corrected or updated.

TELEPHONE (Maximum of three spaces for area code and seven spaces for the telephone number.)

At initiation, ask for the occupant's phone number. Explain that future interviews can be done by phone. The area code MUST be included with the phone number. Only numbers may be entered in the telephone field because this entry may be used for running computer sorts and searches based on telephone numbers.

Refusal/No Telephone (Leave telephone field blank)

Assure the respondent that the telephone number, like the other information asked for in this survey, is confidential and will only be used by the Bureau of Labor Statistics for survey purposes. Note any refusal in a field message. Also note in a field message if there is no telephone.

Highly Restricted Use (Leave telephone field blank)

Any additional restrictions placed on the use of the phone number should be noted under permanent special instructions. Any phone numbers listed under TELEPHONE may also be used by other BLS personnel for pricing using CATI, Quality Assessment, etc. If the respondent restricts the phone number to YOUR use only, record the number under permanent special instructions with a message, but do not record it here. Field managers need to review the restricted use of telephone numbers, which are warranted under unusual circumstances only.

After initiation, verify the preprinted phone numbers and change if incorrect. If there is no preprinted phone number, ask the respondent for a phone number. If the occupant is **surveyed by telephone:**

(1) The phone number MUST appear here or, if the number is restricted further, there must be an explanation under permanent special instructions.

(2) All other address information MUST be verified. People have been known to move and transfer their phone numbers with them. The survey follows housing units, not phone numbers.

2.4.4.3 OCCUPANT INFORMATION - ZIP CODE AND TELEPHONE NUMBER

Always attempt to complete the occupant's telephone number if it has not previously been entered. If interviewing the occupant, explain that the following pricing may be more easily completed by telephone. Also attempt to find out the best time to call and record that information in the "Contact Time" field or in the "Permanent Special Instructions" field if more than 20 spaces are required. If a non-occupant is being interviewed, also attempt to obtain the occupant's phone number. Obtaining the telephone number for more than one type of eligible respondent (occupant, landlord, or manager) will increase the possibility of a successful telephone contact, and a complete interview at the next pricing. Further special instructions for interviewing by telephone are available in Appendix D.4.

2.4.5 UNIT CODE, ASSIGNMENT AND ARRANGEMENT

UNIT CODE

UNIT CODE: _|_|_|_|_|_|_

At initiation, leave blank.

After initiation, the unit code is preprinted on the schedule. DO NOT CHANGE IT. The unit code also appears in the upper right of the front page in optical characters to facilitate schedule logging in Washington.

Definition

Unit Code - A seven-digit identification code that uniquely identifies the unit.

ASSIGNMENT

ASSIGNMENT: _|_|_|_

This four character code is assigned by the regional office. It identifies the work assignments determined by the regional office. See the Operating Instructions in Chapter 5 for further details.

ARRANGEMENT

ARRANGEMENT: _|_|_|_

This four-digit code can be used by the Field Representative for logically sequencing pricing schedules. This code is assigned by the Field Representative and is for planning purposes only.

2.4.6 STRUCTURE TYPE, CONTACT TIME AND COMPLEX

STRUCTURE TYPE

STRUCTURE TYPE :__________________________

No entries are to be made here by the Field Representative.

After initiation, the structure reported in Section A at initiation will be preprinted here.

If the structure type appears to have changed when you return for a repricing or reinitiation, one of several things may have happened.

1. You could be at the wrong address - double check!
2. The unit may have been recently renovated. If the renovation has changed the structure type, request a change in a field message or submit an SO-608A explaining the situation.
3. If you are sure that the entry for Structure Type is incorrect and not just subject to interpretation, request a change in a field message or submit an SO-608A explaining the situation. Do not change if the structure type might fall into more than one of the categories.
4. The structure may have been demolished and rebuilt. If the rebuilding includes a **new foundation** then the unit being sampled should be coded "71" - unit demolished.

Changes in the Structure Type reported by SO-608A will be entered into the system, but may not show up as a change on the preprinted schedule until after the next pricing takes place.

2.4.6 STRUCTURE TYPE, CONTACT TIME AND COMPLEX (Continued)

CONTACT TIME

CONTACT TIME: ______________________(Maximum of 20 spaces)

Ask the respondents for the "best time" to contact them for future interviews. This is particularly important for arranging a telephone contact for the following pricing. It can be the time that you contacted them or a time suggested by them. It can be the hour of the day, the day of the week, or any other information that may be helpful. Include information on different respondents if available (e.g., landlord and occupant).

After initiation, anything noted in this section will be returned for future interviews. Changes can be made by the Field Representative at any time.

COMPLEX

COMPLEX: ______________________(Maximum of 20 spaces)

If the apartment or house is located in a complex, building, subdivision or neighborhood that has a name, enter the name here. This information is to aid in locating the unit for future interviews. Leave blank if there is no such name.

2.4.6.1 INTERVIEW GROUP

INTERVIEW GROUP

INTERVIEW GROUP:________(Maximum of 3 spaces)

Procedures

Assign interview group codes to sets of two or more units that can be interviewed simultaneously with one respondent. For example, units in the same apartment complex could be interviewed at the same time through the manager.

Whether you actually interview the units as a set does not matter, as long as it is possible to do so.

Each Field Representative will be assigned specific codes to use as interview group codes. The codes are assigned so that field representatives in the same PSU use different codes.

When entering interview group codes, use a different code for each set of schedules, and enter the code on every schedule for units in the set.

Use the same code for screening, pricing, and new construction schedules if they can be interviewed as a set in the future. Do not give an interview group code to a screening schedule that does not pass a screening. For example, if you have one screening and two pricing schedules in the same apartment complex, and the screening schedule passes screening, give all three schedules the same interview group code.

Units in different panels cannot be in the same set. You may use the same codes over again for sets in different panels. However, sets in different panels with the same code will be considered as different sets.

The code that you enter will be preprinted under INTERVIEW GROUP in the future. You may change the code if necessary. However, do not make changes here based on whether you interviewed the unit as a set in the current collection period. Make changes when what could be interviewed as a set has changed.

2.4.6.1 INTERVIEW GROUP (Continued)

Use Of Data

The interview group codes will tell the Washington Office which units can be interviewed simultaneously. This information will help them structure the Computer Assisted Telephone Interviewing (CATI) system so it handles these multi-interview cases most effectively.

Definitions and Terminology

Interview group code

The interview group code identifies units that can be interviewed simultaneously with the same respondent. It is a three - character code. The first character is the Field Representative's region (1 - 9). The second character is a letter (A - Z) assigned to the Field Representative by the Regional Office. The third character is a number (1 - 9) that indicates to which set the unit belongs. More than one letter may be assigned to a field representative who has more than nine sets in a panel.

Example:

A field representative in region 1 is assigned the letter "A" to use for the second character of the interview group code. Code "1A1" is used for units in the first set, "1A2" for units in the second set, etc. . Suppose the field representative has more than nine sets in a panel, so codes "1A1", "1A2", .. , "1A9" are used, and more codes are needed. The field representative is then assigned the letter "J" so codes "1J1", "1J2", .. , "1J9" can be used.

2.4.7 LANDLORD INFORMATION (RENTAL UNITS ONLY)

LANDLORD INFORMATION

LANDLORD: ______________________________
ADDRESS: ______________________________
CITY: ________________________ **STATE:** _|_
TELEPHONE: (_|_|_) _|_|_ - _|_|_|_

The landlord is the owner of a rental unit. The landlord can be an individual or a corporation. The landlord may be interviewed as a valid respondent for this survey. Additional instructions for interviews with landlords are in Appendix D.3.

At initiation, ask the respondent for this information about the landlord. When the landlord is indicated in D. RESPONDENT, this section MUST be filled out. If the landlord is not the respondent, either the landlord or manager/authorized representative information should be completed for all renter occupied units.

After initiation, verify the landlord information and change if necessary.

Landlord - **(Maximum of 25 spaces)**

Address - **(Maximum of seven spaces for the street number and 20 for the street name.)** See Appendix C.4 for abbreviations.

City - **(Maximum of 25 spaces)**

State - The two character abbreviation of the state. **(Two spaces)** See Appendix C.4.

Telephone - Telephone number (including the area code) of the landlord or authorized representative. If the landlord or authorized representative is interviewed by phone, and the number is restricted to YOUR use only, record the number under Permanent Special Instructions ONLY. Otherwise, (for a non-restricted number) phone numbers for telephone interviews MUST be entered here. Note any refusals in a field message.

If this information has not been previously entered, and the information for only one other type of eligible respondent is on the schedule, attempt to obtain this information. Obtaining the information for more than one type of eligible respondent (occupant, landlord, or manager) will increase the possibility of a successful contact and a complete interview at the next pricing.

2.4.8 MANAGER/AUTHORIZED REPRESENTATIVE INFORMATION

MANAGER/AUTHORIZED REPRESENTATIVE INFORMATION

MANAGER /
AUTH. REP.: ______________________________
ADDRESS :______________________________
CITY: ________________________ **STATE:** __|__
TELEPHONE: (__|__|__) __|__|__ - __|__|__|__

The manager is a representative of the landlord who takes care of or provides services related to the unit. The manager of a rental unit usually collects the rent. The manager could be an individual or a management company. Both owner and renter occupied units can have managers. Additional instructions for interviewing managers are in Appendix D.3.

An authorized representative is an individual who qualifies as an eligible respondent but does not fall into the categories of owner, renter, landlord, or manager. See Section 2.5.3 in the Collection Record section, for a more detailed definition of who qualifies as an authorized representative.

> **At initiation,** ask the respondent for this information about the manager/authorized representative. When manager or authorized representative is indicated in D. RESPONDENT, this section MUST be completed. If the manager is not the respondent, either the manager/authorized representative or the landlord information should be completed for all renter occupied units.

2.4.8 MANAGER/AUTHORIZED REPRESENTATIVE INFORMATION

After initiation, verify the manager/authorized representative information and change if necessary.

Manager/ Auth. Rep. - Name of the manager, management company, or authorized representative **(Maximum of 25 spaces).**

Address - **(Maximum of seven spaces for the street number and 20 spaces for the street name.)** See Appendix C.4 for abbreviations.

City - **(Maximum of 25 spaces.)**

State - The two character abbreviation of the state. **(Two spaces.)** See Appendix C.4.

Telephone - Telephone number (including the area code) of the manager or authorized representative. If the manager or authorized representative is interviewed by phone, and the number is restricted to YOUR use only, record the number under Permanent Special Instructions ONLY. Otherwise, (for a non-restricted number) phone numbers for telephone interviews MUST be entered here. Note any refusals in a field message.

If this information has not been previously entered, and the information for only one other type of eligible respondent is on the schedule, attempt to obtain this information. Obtaining the information for more than one type of eligible respondent (occupant, landlord, or manager) will increase the possibility of a successful contact and complete interview at the next pricing.

2.4.9 BLOCK BOUNDARIES AND MAP INFORMATION

BLOCK BOUNDARIES (Maximum of 20 spaces for each block boundary)

BLOCK BOUNDARIES:
NORTH: ____________ **EAST:** ____________
SOUTH: ____________ **WEST:** ____________

At initiation, transcribe the four boundaries of the block from the segment listing form. If a BLANK boundary has a name, enter the name in the blank. Do not change the block boundaries for any new streets within the block unless you have also changed the numbers of the blocks on the segment listing form. The original block number on the segment listing form needs to be retained.

After initiation, the block boundaries will be preprinted on the schedule. Changes can be made if the street names of the block boundaries have changed or were misspelled. Do not change the block boundaries for any new streets within the block. The physical boundaries of the original block number listed need to be retained.

MAP (Maximum of 32 spaces)

MAP: ____________________

At initiation, Census map information is preprinted in this field. Use these maps to help locate the unit. *(Note: this information appears on New Construction schedules only.)*

After initiation, the map information will continue to appear in this field. Make changes to this field only if the map information was printed in error, or if you wish to add grid information from other maps that you find more useful when locating the unit. The map field is limited to 32 spaces.

DO NOT put directions to help locate the unit in the map field. Please put these directions under "Permanent Special Instructions".

2.4.10 PERMANENT AND TEMPORARY SPECIAL INSTRUCTIONS

PERMANENT SPECIAL INSTRUCTIONS (Maximum of 128 spaces)

PERMANENT SPECIAL INSTRUCTIONS: ____________________
____
____

Enter under Permanent Special Instructions any information specific to the housing unit being surveyed that may be helpful to the Field Representative. This area may also be used to provide a detailed response to a question answered as "other, specify" on the schedule. Any "contact time" information greater than 20 spaces can also be entered under "Permanent Special Instructions".

Do not put the previous rent in a Permanent Special Instruction. This information and answers given to any of the other questions are not to be kept by the Field Representative.

Messages placed in this area will be repeated each time a schedule is printed until the message is changed or crossed out.

Any corrections, changes, or additions to this section must be made by lining through all Permanent Special Instructions. Then re-enter ALL of the information to be retained as well as any new information. You will lose the original message if you do not rewrite it along with your changes.

Commodity Analysts do not review Permanent Special Instructions unless a Field Message instructs them to do so.

Examples:

1. Beware of dog
2. Manager refuses, contact tenant
3. Section 8 housing
4. Respondent works nights, call 1 - 4 pm only

2.4.10 PERMANENT AND TEMPORARY SPECIAL INSTRUCTIONS (Continued)

TEMPORARY SPECIAL INSTRUCTIONS (Maximum of 128 spaces)

TEMPORARY SPECIAL INSTRUCTIONS: ______________________

____

____

Enter under Temporary Special Instructions any information that may be helpful to the Field Representative and that applies ONLY to the next collection period.

Do not put the previous rent in a Temporary Special Instruction. This information and answers given to any of the other questions are not to be kept by the Field Representative.

Messages placed here will return ONLY ONE TIME, under PTSI (Previous Temporary Special Instruction). Commodity Analysts do not review Temporary Special Instructions unless a Field Message instructs them to do so.

Examples:

1. Tenant will be in Europe for next pricing - contact landlord
2. I sent in an SO-608A on this last time

2.4.10 PERMANENT AND TEMPORARY SPECIAL INSTRUCTIONS (Continued)

New Construction (since April 1980)

At initiation, Washington may use the entire Permanent and Temporary Special Instructions field to provide unit location information when using Census Bureau drawn sketch maps.

Caution should be used if you make changes to this field. Some of the preprinted information available at initiation may be lost. See following discussion for more detail.

When changes are submitted for this field, the computer system will eliminate all previously existing data and reprint only that information submitted for the change. If any previously printed data is to remain in this field (along with the addition of the new comments), then previously existing information must be resubmitted along with the change. For example:

"Permanent Special Instruction" field as it originally appears:

PERMANENT SPECIAL INSTRUCTIONS SMA HHN 002 BAXTER TERR

New information submitted to Washington for updating this field:

Travel west on route I-80

Would result in the following message appearing on the form at the next pricing:

PERMANENT SPECIAL INSTRUCTIONS Travel west on route I-80

NOTE: The submission of handwritten changes to this field has resulted in the deletion of the original preprinted data being replaced by the new changes.

In order to retain the original preprinted data and also add the new information, the handwritten change would have to include the entire message, repeating the preprinted information before the additional entry:

SMA HHN 002 BAXTER TERR Travel west on route I-80

which would result in the following information being printed on the form:

PERMANENT SPECIAL INSTRUCTIONS **SMA HHN 002 BAXTER TERR Travel west on route I-80**

2.4.11 FIELD MESSAGE TO WASHINGTON

FIELD MESSAGE TO WASHINGTON (Maximum of 128 spaces)

FIELD MESSAGE TO WASHINGTON: ____________________
____
____

This space is provided for communicating with the commodity analyst in Washington. Enter any temporary information which clarifies responses needing further explanation or identifies why a question could not be answered. Commodity Analysts read every Field Message to Washington. Enter messages to yourself or other field staff under Permanent or Temporary Special Instructions.

Information recorded here will return only one time, under "PFM" (Previous Field Message). If a permanent message is desired on the form, use the Permanent Special Instructions field.

If the message or question is too lengthy to explain here, use an SO-608A and write "See SO-608A" as the message.

Do not put the previous rent in a field message. This information and answers given to any of the other questions are not to be kept by the Field Representative.

Examples:

1. "This unit has been converted to a condominium."
2. "New heating system put in two months ago."
3. "Tenant pays food and rent together as one fee."
4. "Structure type is multi-unit with elevator, not multi-unit without elevator."

2.4.12 MESSAGES FROM PREVIOUS COLLECTION PERIOD

PTSI:

PFM:

COMMODITY:

SCHEDULE:

This section contains the previous temporary special instruction, the previous field message to Washington, and messages from the commodity analyst and review staff. **All information is preprinted. No entries are to be made here.** The previous message will appear only once. Any comments that are permanent must be entered in Permanent Special Instructions.

PTSI:	The Temporary Special Instruction from the previous collection period appears in this section. No changes can be made to this section except by entering a message under "Temporary Special Instructions".
PFM:	The field message from the previous collection period appears in this section. No changes can be made to this section except by entering a message under "field message." (See Section 2.4.10)
Commodity:	Commodity analyst comments, instructions, and responses to previous field messages appear in this section. Respond to questions from this section in a field message or on an SO-608A.
Schedule:	Questions, comments, and instructions from the review staff appear in this section. Respond to questions from this section in a field message or on an SO-608A. Follow any instructions given. The common messages that appear here and the appropriate actions to be taken are discussed earlier in this chapter under 2.3.2. "INITIATION, REINITIATION AND REPRICING."

2.5 COLLECTION RECORD

Items A through G on the bottom of the first page of the housing schedule are referred to collectively as the Collection Record.

Record all of the items in this section after the interview. The name of the respondent and the respondent's relationship to the unit are the only items in this section that require information directly from the respondent. The other items are details to be completed by the Field Representative.

All of the items in the Collection Record must be completed as specified within this section.

If no contact is made with an eligible respondent, the following items must still be completed.

Item	Content
A.	- Collection Date
B.	- Field Representative
D.	- Respondent (Circle #6 for "No Contact")
F.	- Attempts
G.	- Type of Response (Current Month)

2.5.1 COLLECTION DATE AND FIELD REPRESENTATIVE

COLLECTION DATE

A. COLLECTION DATE (MM/DD/YY):

_|_|_|_|_|_

Enter the date that the schedule was collected. For example, May 4,1985 = 0|5|0|4|8|5.

The collection date MUST be entered for all schedules before submitting them to Washington. This is regardless of the level of completeness of the rest of the schedule.

If **more than one contact** is needed to complete the schedule, enter the date of the interview in which the rent (for renters) or the estimated rent (for owners) is obtained. If the rent or estimated rent is not obtained, record the date of the last contact as the collection date.

If **no contact** is made, enter the date of the last attempted contact.

FIELD REPRESENTATIVE

B. FIELD REPRESENTATIVE:

_|_|_|_|_

The Field Representative's 5-digit ID code must be written in the blanks provided. All schedules submitted must have this code, which is necessary to facilitate tabulations for quality assurance and operations studies. Field representatives who have not been assigned a 5-digit code should contact their Field Manager.

2.5.2 RESPONDENT NAME

RESPONDENT NAME

C. RESPONDENT NAME:

_____________________________ (Maximum of 25 spaces)

Enter the name of the respondent. This respondent may be the occupant, the landlord, the manager, or an authorized representative. Enter both first and last names.

The respondent's name entered here must agree with the type of respondent entered in Collection Record D. RESPONDENT. If more than one person was contacted for information, enter the name of the person who answered the rent (for renters) or estimated rent (for owners) questions. If the rent or estimated rent question is not answered, enter the name of the person who was last interviewed.

The purposes for recording the respondent's name are:

(1) If additional information is needed, the name of the respondent is available.

(2) It provides a handy reference for future collections.

(3) The name is required for quality control purposes.

If the respondent refuses to give his name, enter "REFUSED". In this case, be sure that the respondent is an eligible respondent.

If no contact was made with an eligible respondent, leave RESPONDENT NAME blank.

After initiation, the name previously reported will appear **above the blank line.** This is for your information. If the same respondent is interviewed this time, enter his/her name in the blank. If a different person is interviewed, their name must be entered in the blank. Remember that either the name of the current respondent or "REFUSED" must be entered every time an interview takes place.

2.5.3 RESPONDENT

RESPONDENT

D. RESPONDENT:
1 OWNER OCCUPANT
2 TENANT
3 LANDLORD
4 MANAGER
5 AUTHORIZED REP
6 NO CONTACT

PROCEDURES

Circle the number that represents the source of information gathered. If a respondent's name is entered in Collection Record C. RESPONDENT NAME, this person's relationship to the unit must be circled here.

If more than one source of information is used to complete the schedule, circle the source of the rent (for renters) or estimated rent (for owners). If the rent or estimated rent is not obtained, circle the last source of information collected.

If a respondent qualifies in more than one category, circle the highest category qualified for on the list. For example, the manager of the apartment complex lives in the unit being interviewed. The manager is also the tenant in this case, so code the respondent as "2 - tenant."

DEFINITIONS AND TERMINOLOGY

1. **Owner occupant** - The owner or any responsible member of the owner's household that lives in the unit.

2. **Tenant** - The renter or any responsible member of the renter's household that lives in the unit. Renters that do NOT live in the unit should be identified as an authorized representative. For example, someone who pays the rent for their daughter, son, mother,...but does not live there themselves.

   "Responsible" means that the person has knowledge of the unit and is qualified to speak. While an age limitation is not set because of differing maturity levels, young children in general should not be interviewed. Likewise, people who have problems understanding or answering questions should also be avoided.

   The KEY to categories 1 and 2 is that when "owner occupant" or "tenant" is circled, the respondent lives in the unit and is able to give accurate first-hand information.

2.5.3 RESPONDENT (Continued)

3. **Landlord** - The owner of a rental unit. The landlord can be an individual or a corporation. If the landlord answers the questions, code "landlord." If a representative of the landlord responds to the questions, determine if this person is the manager of the unit. (See definition of manager below.) If the landlord's representative is the manager, code as manager. If he/she is not the manager, code as an authorized representative.

   The KEY to this category is that when "landlord" is circled, the respondent has the knowledge level expected of an owner of a rental unit.

   If "landlord" is identified as the respondent, the landlord information in the administrative section must be completed.

4. **Manager** - A representative of the landlord that takes care of or provides services related to a unit. The manager of a rental unit usually collects the rent. The manager could be an individual or a management company. Both owner and renter occupied units can have managers. (Condominium managers, for example.)

   If the manager or someone who works for the management company as the manager answers the questions, code as the manager.

   The KEY to this category is that when "manager" is circled, the respondent has the knowledge level expected of someone managing the unit.

   If "manager" is identified as the respondent, the manager information in the administrative section MUST be completed. Since authorized representatives are also recorded in this part of the administrative section, it is very important to make sure that the correct information is recorded here. Record the manager information even when the manager's unit has the same address as the unit.

2.5.3 RESPONDENT (Continued)

5. **Authorized Representative** - A person who is not an occupant, landlord or manager of the unit, but who has direct knowledge about the unit and is qualified to speak for occupant, landlord or manager.

   Examples of potential authorized representatives include:

   1. A relative who does not live in the unit, but who knows the details.
   2. A nurse who works and spends time in the unit.
   3. A friend or relative living temporarily in the unit.
   4. Anyone who is designated by the occupant, landlord, or manager as a respondent.

   Examples of those NOT ELIGIBLE to be authorized representatives include:

   1. Neighbors
   2. People living in similar units
   3. Young children
   4. Baby sitters

   The KEY to this category is that when "authorized representative" is circled, the respondent is qualified to answer questions about the unit based on direct knowledge.

   Avoid interviewing authorized representatives whenever possible. Interviews with the owner occupant, tenant, landlord, or manager are preferred.

   If "authorized representative" is identified as the respondent, the authorized representative information in the administrative section MUST be completed. Since this section is shared with the manager, it is very important to make sure that the correct information is entered here.

6. **No contact** - If during the attempted interview, no one was contacted who qualifies in one of the five other categories, circle "NO CONTACT".

   "No contact" includes cases where no individuals were interviewed and cases where the people interviewed did not qualify as respondents. These people could be:

   1. Neighbors
   2. Friends of the occupants
   3. Young children
   4. Mentally incompetent respondents

   Any information obtained from these respondents is considered invalid, will not be used, and will not appear on the form during future repricings.

2.5.3 RESPONDENT (Continued)

USE OF DATA

The identification of the type of respondent is used by Washington to analyze the data reported. A respondent's knowledge of a housing unit is based on their access to and involvement with the unit.

2.5.4 CONTACTS

CONTACTS

E. CONTACTS:
Type 1st __ 2nd __ 3rd __
Main ______

PROCEDURES

Record information here about type of contact and the main contact. This information will be used by the Washington Office for budgeting and other administrative purposes. This information will NOT be used to judge the performance of Field Representatives. It is important that the types of contact accurately reflect how the data were gathered. If no contact is made with an eligible respondent, leave this section unanswered.

For the first three contacts made, enter "P" for personal visit or "T" for telephone in the blanks provided next to "TYPE" to indicate the type of contact. If more than three contacts are made, record only the first three.

ENTER "1", "2", "3", or "4" next to "MAIN" to indicate which contact is the main contact. The main contact is the one during which the rent (for renters) or estimated rent (for owners) is obtained. If the rent or estimated rent is not obtained, enter the number corresponding to the last contact. If more than three contacts were made, and either no rent was collected or the rent was collected after the third contact, enter "4".

After initiation, "P" or "T" will appear near "MAIN" to indicate the type of the main contact of the previous pricing.

DEFINITIONS AND TERMINOLOGY

1. **Contact -** A contact is a conversation with an **eligible respondent** during which you **intend** to collect data. Whether you actually collect data does not matter, as long as this was your original intent.

   Contacts are attempts which result in a conversation with an eligible respondent. Therefore, each contact should have a corresponding entry under COLLECTION RECORD, section F (Attempts).

   Refusals from eligible respondents are contacts.

   Conversations with ineligible respondents are **NOT** contacts, even if the information you learn allows you to code the schedule (for example, code 52 - Vacant, Status Unknown).

   Below are some situations that ARE contacts:

   1. Complete or partial interviews from eligible respondents.
   2. Calling to collect data and the respondent asks you to call back.
   3. Trying to collect data by personal visit or telephone, and the respondent refuses to cooperate.

best copy available

2.5.4 CONTACTS (Continued)

Below are some situations that are NOT contacts:

1. Visiting the unit to collect data, and no one is home.
2. Visiting the unit to collect data, and only a babysitter or child is there.
3. Visiting the unit to collect data, and no one is home, but a neighbor says the people moved out.
4. Calling a respondent just to set up an appointment (You do not intend to collect data at this time.)
5. Visiting a unit to collect data and finding it is condemned.

2. **Personal visit** - A face-to-face meeting with an eligible respondent during which schedule information is collected. An initial personal visit to a respondent is required at initiation in order to determine by observation the TYPE OF STRUCTURE and ELIGIBLE HOUSING in Section A, before Question # 1.

   In situations where more than one schedule is collected from one respondent, such as an apartment manager, it is not necessary to make a personal visit for a change in occupancy of one of the units.

3. **Telephone** - When a respondent is contacted by telephone, several precautions must be taken. The respondent information in the administrative section, **especially the address,** must be verified because:

   a. Incorrect telephone numbers can be written down, coded in, or dialed.

   b. People can move but keep the same phone number. We are only interested in following the same housing unit, not the same respondent.

   c. People not eligible to be respondents could answer the phone and give responses (maybe inaccurate ones).

   When "telephone" is indicated as the type of contact, the telephone number for the respondent MUST either appear in the administrative section or be explained under permanent special instructions. For example, if the manager is contacted by phone, the manager's phone number MUST be recorded in the administrative section of EACH SCHEDULE collected from the manager.

2.5.5 ATTEMPTS

ATTEMPTS

F. ATTEMPTS:

DAY	TIME	TYPE
________	________	P T
________	________	P T
________	________	P T

PROCEDURES

Record information about attempted personal visits and telephone calls here. Enter both successful and unsuccessful attempts. If you make more than three attempts for a schedule, record only the first three. This information is for the use of the Field Representative, regional manager, and Washington Office.

For each successful or unsuccessful attempt, indicate the day of the month, the time of day, and the type of attempt as follows.

Day - Enter the day of the month on which the attempt took place (two spaces). Since the month is already on the form elsewhere and collection attempts may only be made during the assigned month, just the date is needed. For example, May 4th is recorded as "4," July 23rd as "23."

Time - Enter the time of the attempt to the nearest hour (four spaces). Include "am" or "pm." For example, 8:15 in the morning is recorded as "8AM," 6:45 in the evening is recorded as "7PM."

Type - Circle "P" for an attempted personal visit and "T" for an attempted telephone call.

2.5.5. ATTEMPTS (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Attempt** - An attempt is an effort to contact an **eligible respondent** with the **intent** to collect data. Whether you actually contact an eligible respondent or collect data does not matter, as long as this was your original intent.

   If an attempt results in a contact, record the attempt in this section and the contact under COLLECTION RECORD, section E (Contacts).

   Efforts spent trying to locate a unit, such as trips to the post office or city hall, are NOT attempts.

   Below are some situations which ARE attempts:

   1. Visiting the unit to collect data, and no one is home.
   2. Visiting the unit to collect data, and finding only a babysitter or child there.
   3. Calling to collect data and getting no answer.
   4. Calling to collect data and having the respondent ask you to call back.
   5. Visiting a unit to collect data and finding it is condemned.

   Below are some situations which are NOT attempts:

   1. Trips to the post office or city hall to try to locate the unit.
   2. Calling a respondent just to set up an appointment (You do not intend to collect data at this time).

   Sometimes a series of telephone calls and/or personal visits is required to update telephone numbers or reach a respondent. In such cases, you must determine if a string of events should be recorded as more than one attempt. Whenever possible, Field Representatives should use their own judgement when deciding how to count attempts and contacts. Here are some guidelines to help you do this:

   1. If the phone calls or visits are separated by a sufficient amount of time, they may be separate attempts. For example, calling a unit in the morning and getting no answer, and calling back in the evening is two attempts.

   2. If you try to contact different respondents in a series of phone calls or visits, they may be separate attempts. For example, calling a manager and getting no answer, and then calling the tenant is two attempts.

   3. If you try to contact the same respondent by both personal visit and telephone, they may be separate attempts. For example, calling a respondent and getting no answer, and then stopping at the unit during your personal visits is two attempts.

2.5.6 TYPE OF RESPONSE - INTRODUCTION

TYPE OF RESPONSE

G. TYPE OF RESPONSE:

CURRENT MONTH __|__

PREVIOUS MONTH __|__

COMPLETE AT THE CONCLUSION OF THE INTERVIEW

The two digit response codes represent the type of response obtained from the respondent. Instructions for completing this section differ for non-occupied units, owner occupied units, and renter occupied units. Each is explained separately. A list of the interview codes with descriptions will follow. A brief description of the codes also appears in Appendix C.1 for easier reference. **Appendix C.2 provides a detailed set of steps to follow to determine the correct response code.**

The response code assigned to the form does not depend upon the level of completion of the Administrative Section or the Collection Record Section. These two sections should ALWAYS be as complete as possible, regardless of the response code assigned to the form.

Derived response codes, computed by Washington, will affect the panel when a schedule will return for pricing (six months or one year later). For example, if a schedule is coded "01" but a question that is required to be answered is NOT answered, a derived response code of "04" will be computed by Washington. This code will override the handwritten response code for determining when the schedule will return to the field.

2.5.6.1 TYPE OF RESPONSE - NON-OCCUPIED, OWNER OCCUPIED AND RENTER OCCUPIED UNITS

RESPONSE CATEGORIES

NON-OCCUPIED UNITS

When a unit is not occupied at the time of the attempted interview, a response code MUST be entered ONLY for the "current month." Note that there is a difference between "not occupied" and "no one at home." The code for an unoccupied unit MUST be a number from "50" to "78."

OWNER OCCUPIED UNITS

When a unit is occupied by the owner at the time of the interview, a response code MUST be entered ONLY for the "current month." This code MUST be a number from "01" to "78." Do not enter a code for the previous month because previous month's information is not asked of owners.

RENTER OCCUPIED UNITS

When a unit is occupied by a renter at the time of the interview, a response code MUST be entered for the "current month." This code MUST be a number from "01" to "78."

If the response code for the "current month" is "01", "03", "04", or "40", a response code must be entered for the "previous month" . The previous month's response code MUST be a number from "01" to "78" depending on the conditions existing one month prior to the interview.

If the tenant was not the occupant on the day one month prior to the interview, the previous period's data in Section E will have to be obtained from the landlord or the manager. Do not try to get this information from the tenant who was not the occupant on that date. If the information is unavailable, use the appropriate non-interview code for the "previous month." If this information is available from the landlord or manager, enter the response code that explains the status of the unit on that day last month.

If the response code for the "current month" is NOT "01" ,"03", "04", or "40," do NOT enter a response code for the "previous month.

2.5.6.2 TYPE OF RESPONSE - CODE "01" COMPLETE INTERVIEW

CODE "01" - COMPLETE INTERVIEW

When ALL appropriate questions are answered by the respondent, code the current month, "01."

If the unit is renter occupied, a code MUST be entered for the previous month, since "01" has been entered for the current month.

The following questions have unique responses that still allow for the interview to be considered complete even if parts of these questions are not completed themselves. If any instruction on the form instructs you to not ask a question or a part of a question, the question need not be answered for the section to be considered complete.

1. Question #1.C (AGE OF STRUCTURE) may be answered with an "X" in the left most blank as long as 1.A and 1.B are answered. Question #43A (Year Built) may be answered with an "X" in the left most blank as long as #43B is answered. "Don't know" responses to question #1B or #43B are valid answers.
2. Question #10 (ESTIMATED RENT - RESPONDENT) is allowed to be answered with an "X." This is a valid response for this question.
3. Question #6 (PUBLIC HOUSING) has instructions that requires it to be asked only of renters.
4. Many of the questions are actually multiple questions. The responses to Questions A or B (for example) determine if the other questions are required to be answered. The following questions have these types of multiple parts. Questions 1, 2, 5, 6, 14 - 16, 21 - 31, 33 and 34.

Depending upon Tenure and whether the unit is to be initiated, reinitiated, or repriced, all appropriate parts of certain sections of the schedule MUST be completed in order to assign a code "01." These sections are:

Initiation - Renter Units - Sections A, B, C, E and F
Owner Units - Sections A, B, C, D and F

Reinitiation - Renter Units - Sections B, C, E and F
Owner Units - Sections B, C, D and F

Reinitiation-COMPLETE SECTION G
Renter Units - Sections B, C, E, F and G
Owner Units - Sections B, C, D, F and G

Repricing - Renter Units - Sections B and E
Owner Units - Sections B and D

Repricing-COMPLETE SECTION F
Renter Units - Sections B, E and F
Owner Units - Sections B, D and F.

Repricing-COMPLETE SECTION G
Renter Units - Sections B, E and G
Owner Units - Sections B, D and G

2.5.6.3 TYPE OF RESPONSE - CODE "40" INCOMPLETE INTERVIEW

CODE "40" - INCOMPLETE INTERVIEW

If Section F is not completed during Initiation, Reinitiation, or "Reprice-Complete Section F," code the unit "40" for the current month. All other appropriate questions MUST be completed (as described for a code 01).

For renter occupied units, enter code "40" for both the current and previous months unless the unit was vacant on the day one month prior to the interview. If it was vacant at that time, enter the correct code to explain the type of vacancy.

All schedules coded "40" in the current month will return for pricing in six (6) months with a message to "Reprice-Complete Section F" unless this message is overridden by a "Reinitiate" message.

2.5.6.4 TYPE OF RESPONSE - CODE “02” NO ELIGIBLE RESPONDENT CONTACTED - UNIT NOT VACANT, CODE “03” REFUSAL, and CODE “04” DON’T KNOW and OTHER

CODE “02” - NO ELIGIBLE RESPONDENT CONTACTED - UNIT NOT VACANT

If the occupant, landlord, or manager cannot be contacted after the number of attempts required (see Operating instructions), use this code.

CODE “03” - REFUSAL

If an occupant, the landlord (if applicable and within same PSU), and the manager (if applicable and within same PSU) ALL refuse to answer one or more of the questions in Sections A through E, use this code. This also includes the case where a manager refused and will not let you interview the occupant. It is not a refusal if one respondent refuses to answer a question but another respondent answers “don’t know” or is not contacted. See Appendix C.2 for more details on refusals.

For all schedules coded “03” in the current month with renter occupied units, also enter a code for the previous month. In many cases, this code will also be “03”, but there may be more appropriate codes for the previous month such as “50 - 52” for units vacant last month.

CODE “04” - “DON’T KNOW” and “OTHER” Responses

If the unit is occupied but the interview cannot be completed for reasons other than those given for codes “02” and “03,” code the schedule “04.” Code the schedule “04” if you get a “don’t know” response to one or more questions in Sections A through E. Specify the reason in a field message. For coding the schedule, note that “refusals” (03) always override “don’t know” (04) responses, when more than one question is involved.

Examples:

1. "Occupant does not speak English."
2. "Question #34 not completed, must talk to manager."
3. "Respondent does not know Question #29."

See Appendix C.2 for more details.

For all schedules coded "04" in the current month with renter occupied units, also enter a code for the previous month. In many cases, this code will be "04", but there may be more appropriate code for the previous month such as "50-52" for units vacant last month.

2.5.6.5 TYPE OF RESPONSE - CODES "50" - "59" TEMPORARY CONDITIONS

Codes "50" through "59" apply to both occupied and vacant units. These codes represent situations that are due to temporary conditions or conditions not covered by any other interview codes. Although no housing information is available for the pricing period, the unit remains in the sample.

CODE "50" - VACANT FOR RENT

If the unit is vacant for rent in the current month, code "50."

CODE "51" - VACANT FOR SALE

If the unit is vacant and it can be determined that it is for sale, code the schedule "51."

CODE "52" - VACANT - STATUS UNKNOWN

If the unit is vacant and it cannot be determined whether it is for sale or for rent, code the schedule "52." If the unit is "for sale or rent", code "52."

CODE "53" - UNDER CONSTRUCTION

If the unit is vacant and under construction but not ready for occupancy, code the schedule "53." A unit is "under construction" if ground has been broken for the foundation AND building materials are at the site. The unit is "under construction" until all exterior windows and doors are installed and the final usable floors are in place. If such a unit is occupied however, continue the interview.

Use this code only for "New Construction" units.

CODE "54" - CONSTRUCTION NOT STARTED

If there is evidence (e.g., a sign or building materials) that construction is about to begin on the site, code the schedule "54."

Use this code only for "New Construction" units.

CODE "55" - UNFIT FOR HABITATION

If the unit is vacant and unfit for habitation, code the schedule "55." Code by observation. The unit is considered unfit if the roof, walls, windows, or doors no longer protect the interior from the elements. Do not code a unit as unfit (no matter what the condition) if it is occupied.

2.5.6.5 TYPE OF RESPONSE - CODES "50" - "59" TEMPORARY CONDITIONS (Continued)

CODE "56" - CONVERTED, TEMPORARY

If the unit is temporarily converted to a use other than a year round housing unit (this involves no permanent structural alterations), code the schedule "56." For example, a housing unit is being used temporarily to store furniture.

CODE "57" - FAILS SCREENING, TEMPORARY

If the unit fails screening and the reason is due to one of the following temporary reasons, code the unit "57."

1. The unit is not intended by its owner for year-round occupancy (Question #7). For example, seasonal housing.
2. The unit is not the primary residence of one or more occupants (Question #8). For example, a second home.

CODE "58" - UNABLE TO LOCATE

If the unit cannot be located with the information provided by the Washington office, code the schedule "58." Send an SO-608A with details explaining the problem.

CODE "59" - OTHER CONDITION

If the housing schedule is not completed due to a condition other than those enumerated in "50" through "58" and "70" through "78," code the schedule "59" and specify the reason in a field message or an S0-608A. For example, the housing unit is being remodeled, but the foundation has not been changed. Other examples include when a trailer site is vacant, any subdivided or merged new construction units found during screening, multiple subdivisions split into 6 or more units, and complicated subdivisions. The Washington Office will determine if the housing unit will remain in the sample.

2.5.6.6 TYPE OF RESPONSE - CODES "70" - "78" PERMANENT CONDITIONS

All units that have a permanent condition that disqualifies them from the housing sample are given a code in the "70" - "78" range.

Schedules coded "70" or "76" will return every twelve months to check on the permanency of their status. Schedules coded "71-75", "77", or "78" will not return.

CODE "70" - CONVERTED

If the unit has been converted within the same structure to other than a year-round housing unit, e.g., unit converted to a commercial establishment, code the schedule "70." The unit will be recontacted once a year to verify that the unit has not been reconverted to a housing unit.

CODE "71" - DEMOLISHED

If the unit has been demolished, code the schedule "71." Demolished is defined as "completely torn down, including the foundation". If the foundation remains and is built upon, the unit has not been demolished. If a trailer site is demolished, code the schedule "71."

CODE "72" - HOUSE MOVED

If the structure has been moved from the address as noted on the schedule and the foundation is gone, code the schedule "72." If the foundation is still there, code "59" and explain. Do not use code "72" for mobile homes. See Appendix D.1 - Trailers and Mobile Homes for coding instructions.

CODE "73" - OUTSIDE OF SEGMENT

Unit is outside the segment boundaries on the housing schedule. Send an SO-608A with details explaining the situation.

CODE "74" - UNIT SUBDIVIDED

If the unit has been subdivided into two to five housing units (determined in Question #2), code the schedule "74." Leave the remainder of this schedule blank. Prepare and complete a new schedule for each new unit created by the subdivision. Follow the instructions given in 2.3.3.5 for subdivided units. For new construction schedules found during screening, use code "59" for subdivided units. Also use code "59" for complicated subdivisions and multiple subdivisions split into 6 or more units.

2.5.6.6 TYPE OF RESPONSE - CODES "70" - "78" PERMANENT CONDITIONS (Continued)

CODE "75" - UNIT MERGED

If the housing unit has been permanently merged into one or more housing units through structural alterations OR a change in use, code the schedule "75". Leave the remainder of the schedule blank. Prepare and complete a new schedule for the new unit. Follow the instructions given earlier in this chapter under 2.3.3.6 (MERGED UNITS). For new construction schedules during screening, use code "59" for merged units.

CODE "76" - UNIT CONDEMNED

If the structure is vacant and has been officially condemned, code the schedule "76." The unit will be contacted once a year to verify that the unit is condemned until the unit is demolished.

Use this code only if there is a definite indication that the structure has been condemned, e.g., a sign on the structure. Do not code the unit as condemned (no matter what the condition) if it is occupied.

CODE "77" - UNIT FAILS SCREENING, PERMANENTLY

If the unit fails screening and the reason is due to one of the following permanent reasons, code the schedule "77."

1. If the housing unit is one of the types of units ineligible for the survey, but was not removed during listing (INELIGIBLE HOUSING - SECTION A).
2. If the unit is a public housing rental unit (Question #6).

At initiation, if the unit is not part of the New Construction sample, but it was built in 1980 or later (Question #1), code the schedule "77." Note that mobile homes and trailers are NOT screened due to age of unit. See Appendix D.1 for details.

CODE "78" - UNIT FAILS TENURE SCREENING

If the unit fails screening at initiation because of the wrong tenure status (Question #3), code the schedule "78."

2.5.6.7 TYPE OF RESPONSE - WASHINGTON CODES - CODES "20" AND "99"

The following codes are assigned only by Washington. While Field Representatives do not enter these codes, the codes may be encountered as response codes from previous interviews.

CODE "20" - UNIT TO BE INITIATED

If a unit has never been initiated, code "20" may appear as a previous response code.

CODE "99"

If the previous schedule was not received by the Washington Office, a previous response code of "99" will appear.

2.6 SECTION A - COMPLETE FOR ALL UNITS AT INITIATION ONLY

When a unit is to be initiated there are certain questions that must be asked. Once a unit has been initiated, these questions will not have to be asked again. This is why they appear in this section.

There are three items in Section A, but only one of them is actually a question to be asked of the respondent. The other two are items to be completed through observation by the Field Representative. With the exception of Type of Structure, Section A is used as part of the screening process to remove ineligible units from the survey.

REASON FOR SECTION

Each of these items appear in Section A for different reasons.

The type of structure is observed only at initiation because it rarely ever changes. Reported changes in the structure type when NO CHANGES have actually occurred is detrimental to the survey, so any noted change in structure type must now be reported to the commodity analyst in a field message or via an SO-608A.

The list of ineligible housing units appears in this section as a reminder that certain types of housing units that are ineligible may have "slipped by" during listing and need to be removed from the survey at this time.

The "age of structure" question (Question #1) is asked only at initiation because the response at initiation has just as much a chance of being correct as a response given at a later date. If a valid response is not received for Question #1, then the year built will be asked in Question #43 during repricing or reinitiation.

NEW CONSTRUCTION SAMPLE

Section A of the New Construction schedule is different from Section A of the regular schedule. The "Age of Structure" question will be asked of New Construction units, but not used to screen out these units.

2.6.1 TYPE OF STRUCTURE

TYPE OF STRUCTURE

Type of Structure (Determine by observation)

1 SINGLE DETACHED
2 SINGLE SEMI-DETACHED
3 SINGLE ATTACHED
4 MOBILE HOME/TRAILER
5 MULTI-UNIT WITH ELEVATOR
6 MULTI-UNIT WITHOUT ELEVATOR
7 OTHER, SPECIFY
SPECIFY ____________________

PROCEDURES

Identify the type of structure for housing units by observation and circle the number of the correct structure type.

If the type of structure is not obvious to you, ask the respondent any questions necessary to clarify the structure type. If "OTHER, SPECIFY", specify in the blank provided (64 characters).

DEFINITIONS AND TERMINOLOGY

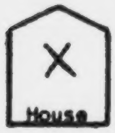
1. **STRUCTURE** - A structure is a separate building which either has:

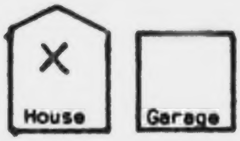
   a. an open space on all four sides, or

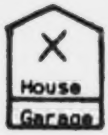
   b. dividing walls extending from ground to roof that separate it from other structures.

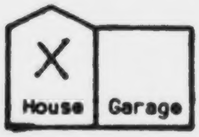
   In double houses, rowhouses, and houses attached to non-residential structures, each building is a structure if the common wall between them goes from ground to roof. Sheds and private garages which adjoin houses are not separate structures. Ignore sheds and private garages when determining structure type UNLESS they are used as residences or as commercial units.

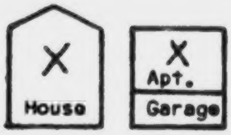
2. **SINGLE DETACHED STRUCTURE** - A single housing unit with space on all sides.





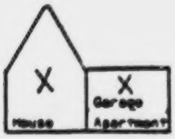


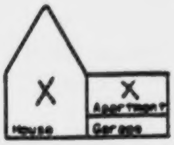


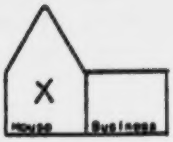


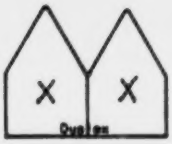
2.6.1 TYPE OF STRUCTURE (Continued)

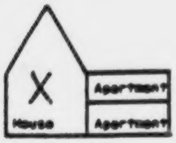
3. **SINGLE SEMI-DETACHED STRUCTURE** - A single housing unit that has one common wall with an adjoining housing or commercial unit. Three exterior walls remain exposed. This EXCLUDES center townhouses located in a row of townhouses.

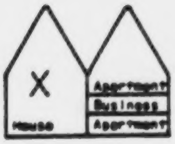

X
X
Garage
House
Apartment

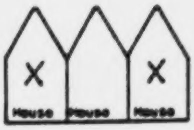

X
X
Apartment
House
Garage

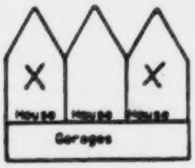

X
House
Business



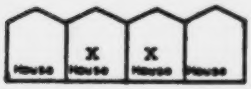

X
Apartment
House
Apartment

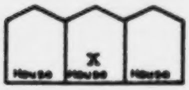

X
Apartment
Business
House
Apartment

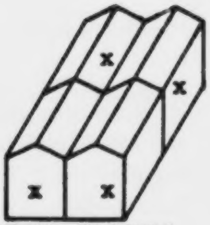

X
X
House
House
House


X
X
House
House
House
Garages

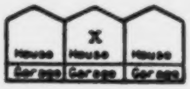
4. **SINGLE ATTACHED STRUCTURES** - A single housing unit that has two or more walls (basement to roof) in common with an adjoining housing or commercial unit(s). This includes center townhouses located in a row of townhouses.


X
X
House
House
House
House


X
House
House
House



Four Houses - All Attached


X
House
House
House
Garage
Garage
Garage

5. **MOBILE HOME/TRAILER** - A mobile home or trailer that is located on blocks or on a permanent foundation. It may have steps, tie down straps, built-on rooms and connected utilities. The tires, wheels, carriage and tow bar may have been removed. See Appendix D.1.

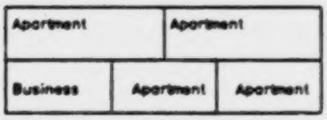
Do NOT count double-wide units and modular homes as mobile homes. In most cases, they are single detached structures.

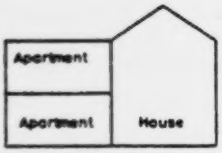
Do NOT count self-propelled vehicles on wheels as mobile homes. THEY ARE NOT HOUSING UNITS.

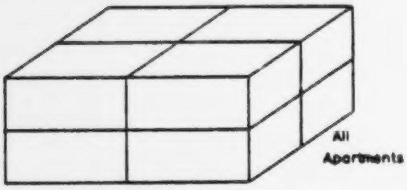
2.6.1 TYPE OF STRUCTURE (Continued)

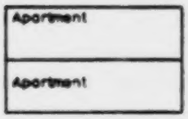
6. **MULTI-UNIT WITH ELEVATOR** - A structure that contains at least one housing unit AND at least one additional (housing or commercial) unit not completely separated by a wall from basement to roof. An elevator must be available for the residents use. Do not count freight elevators.

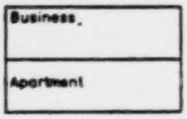
7. **MULTI-UNIT WITHOUT ELEVATOR** - Same definition as Multi-Unit With Elevator except that an elevator is not present.

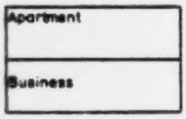


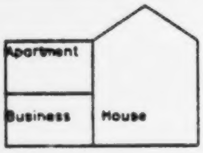






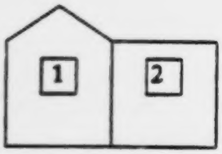






8. **OTHER** - A structure not covered by the definitions listed above. For example, a houseboat. Explain structure as thoroughly as possible (64 characters). Explain further using a Field Message or submit an SO-608A if necessary.

When determining the structure type of the housing unit, attached commercial and other non-residential units are to be considered like a housing unit. However, ignore any garages or sheds NOT being used for residential or commercial purposes when determining structure type. For example, Unit 1 as shown below, is a single semi-detached structure if Unit 2 is either another housing unit or a commercial unit. If Unit 2 is a garage or shed, the housing unit is single detached.



USE OF DATA

This information is used in computing utility and quality adjustments to the CPI. Units sharing common walls have different utility costs and different rental values than similar units that do not share common walls.

AFTER INITIATION

When a schedule is transmitted for repricing or reinitiation, the type of structure indicated during initiation will be noted on the front page of the form under "Structure Type". This is provided to aid in identifying the correct unit. If any problems arise, follow the policy guidelines provided under "Structure Type" in the Administrative Section of this chapter. See Section 2.4.6

2.6.2 INELIGIBLE HOUSING UNITS

INELIGIBLE HOUSING UNITS

Ineligible Housing (Determine by observation)

THE FOLLOWING TYPES OF HOUSING ARE TO BE EXCLUDED FROM THE SURVEY:

COLLEGE DORMITORIES*
FRATERNITY AND SORORITY HOUSES*
HOSPITALS*
NURSING HOMES*
MOTOR HOMES
MOBILE HOMES NOT ON PERMANENT FOUNDATIONS OR BLOCKS
SHIPS AND HOUSEBOATS NOT PERMANENTLY MOORED

*** UNITS WITHIN THE ABOVE STRUCTURES THAT PROVIDE HOUSING FOR STAFF OR MAINTENANCE PERSONNEL AND MEET THE HOUSING UNIT DEFINITION ARE TO BE INCLUDED IN THE SURVEY.**

1 ELIGIBLE HOUSING
2 INELIGIBLE HOUSING (Code 77, do not interview, explain in field message)

OVERVIEW

This list of units is provided as a reminder that these units are ineligible for inclusion in the survey. Many of these types of units have already been deleted from the survey during listing.

In addition to those listed above (and on the schedule) there are other types of ineligible housing. These are:

- Correctional institutions
- Mental institutions
- Military housing on military bases, forts, etc.
- Convents, Monasteries, and other Residences for Religious groups (5 or more religious professionals)
- Farms with income from more than 10 acres
- Nursing homes, convalescent homes, rest homes and life care facilities providing medical or nursing care for 3 or more residents.

2.6.2 INELIGIBLE HOUSING UNITS (Continued)

PROCEDURES

If you encounter any of these ineligible units circle #2 - "Ineligible Housing", stop collecting, code the schedule "77" unit fails screening, and note in a field message why the unit was ineligible. If the unit is eligible, circle # 1 - "Eligible Housing".

IMPORTANT: *Farms (with income from 10 acres or more) are to be excluded from the survey if they are owner occupied or renter occupied WHERE the renter is also renting the farmland. For this case, circle #2 - "Ineligible Housing" and note the reason in a field message. Farms where only the house and less than 10 acres are rented are still eligible.*

Nursing homes (including convalescent homes, rest homes, and lifecare facilities) are ineligible because they provide medical and/or nursing care for three or more patients. Note that retirement facilities where these services are not provided are eligible units. Also eligible are retirement complexes that may provide very limited occasional care such as having a nurse on duty or staff trained in CPR. When in doubt about the status of a situation send an SO-608A describing it.

WARNING!: *Do not circle #2 - "Ineligible Housing" JUST because it is IN one of these types of structures. As noted by the *, units within some of the structures that provide housing for staff or maintenance personnel are still eligible and must not be excluded.*

EXAMPLES OF ELIGIBLE UNITS

1. A doctor that has a cottage attached to a nursing home where he works some of the time.
2. The maintenance man that lives in the basement of a college dormitory.
3. A mobile home up on blocks.
4. A motor home up on blocks with the engine removed.
5. A parsonage in which a clergyman or clergywoman lives, even if it is owned by or attached to a church.

2.6.3 QUESTION #1 - AGE OF STRUCTURE

1A. Was this (apartment/house) built before 1980?

1 YES ->B. Do you know the decade? (IF UNKNOWN, ASK FOR BEST ESTIMATE)

3 1970 - 1979
4 1960 - 1969
5 1950 - 1959
6 1940 - 1949
7 1930 - 1939
8 1920 - 1929
9 1910 - 1919
10 1900 - 1909
11 BEFORE 1900
12 DON'T KNOW

C. Do you know the year? ____

2 NO, BUILT IN 1980 OR AFTER (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)

NOTE: This Question appears differently on BLS 222NC schedules used for screening New Construction units.

OVERVIEW

The "Age of Structure" questions serve four different uses. The first and primary use is as a screening question. This screening for age occurs ONLY at initiation. The reason for screening on this criteria is based on how the sample was selected. The 1980 Census was used as the universe from which the sample was selected. Units built in 1980 or later were not a part of this universe and so are ineligible for inclusion into the survey in this manner.

Mobile homes and trailers are exceptions to this rule. Ask the question and record the response, but DO NOT screen out mobile homes and trailers due to the age of the structure. See Appendix D.1 for special instructions when dealing with mobile homes.

Units built in 1980 or later are represented by the New Construction sample. The "Age of Structure" question will be asked for these new construction units but no screening out of units will take place.

The second use of the age of the structure is to provide Washington with detailed information to estimate depreciation of housing. Washington now factors the aging of the nation's housing stock into the CPI.

The third use of the age of the structure is for quality adjustments for utilities.

And finally, the age of the structure is used for research and statistical purposes.

2.6.3 QUESTION #1 - AGE OF STRUCTURE (Continued)

PROCEDURES

Ask Question A and circle the answer. If the response is "no," the unit fails screening. Code the schedule "77" and stop the interview. New Construction, Mobile homes and trailers are exceptions to this rule. DO NOT screen out New Construction, mobile homes and trailers due to the age of the structure. See Appendix D.1.

If the response to Question A is "yes," the unit passes this screening question. Question B should then be asked, probing - if necessary, for the decade built. Circle the numeric code representing the correct answer. An estimate of the decade built is acceptable. If the tenant will not give an estimate of the decade built, the information may be obtained from the manager or landlord.

If the respondent cannot choose between two or more consecutive decades, record the more recent decade. Circle the numeric code representing the correct number.

If Question #1B is unanswered, the schedule is incomplete. Circle Response #12 "DON'T KNOW", if appropriate.

Next, ask Question C, "Year Built". If the year is known, record the answer in the blanks. If the year is not known, record an "X" in the left most blank. An "X" is considered a valid response when determining the response code for the schedule.

If the respondent cannot choose between two or more consecutive years, record the more recent year.

For a "refusal" response, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

If respondents within a complex give different answers, report each response as given. Some apartment complexes and housing developments were built in stages and units within these developments may vary in age by years. Don't assume that they are all the same age.

2.6.3 QUESTION #1 - AGE OF STRUCTURE (Continued)

DEFINITIONS AND TERMINOLOGY

Built - When the structure was erected, including the foundation. Do not consider renovations and remodelings when determining the year/decade built.

If the structure and the foundation are different in age, report the AGE OF THE FOUNDATION.

For a unit to be considered "built," all of the previous structure, including the foundation, must have been demolished and rebuilt.

AFTER INITIATION

This question will not be asked after initiation because units are screened for age ONLY AT INITIATION. If a valid response is not received for Question #1, then the year built question will be asked in Question #43 during repricing or reinitiation. If the unit appears to be new when you return for a repricing or reinitiation, one of several things may have happened.

1. You could be at the wrong address - **double check!**
2. The unit may have been recently renovated. This does NOT change the decade built.
3. The unit may have been demolished and rebuilt. If the rebuilding includes a NEW FOUNDATION then the unit being sampled should be coded "71" - Unit demolished.

2.7 SECTION B - COMPLETE FOR ALL OCCUPIED UNITS

The three questions in this section are asked of all occupied units whenever the unit is interviewed because these questions determine what other sections of the housing schedule must be completed.

Question #2, the "multiple households" question, determines if there is more than one housing unit at the address. If there is more than one household with separate entrances, a schedule must be collected for each housing unit. This is called a subdivided unit. See Section 2.3.3.5 for more details.

Question #3, the "tenure" question, is asked so that the Field Representative knows whether Section D (owners) or Section E (renters) should be completed. At initiation, the tenure status is compared to a predetermined initiation status to determine if the unit is in the survey.

Question #4 does not exist. During a late stage of revising the CPI Housing Form, Question #4 was omitted. To avoid the confusion that would result from renumbering all of the questions at this time, there will be no Question #4.

Question #5, the "date of occupancy" question, helps determine whether or not the unit needs to be reinitiated. If the unit became owner occupied by the current household within the last twelve (12) months or renter occupied by the current household within the last six (6) months, reinitiate the unit if you are not already reinitiating or initiating.

Immediately following Question #5 is a table that will help you determine which section of the form to ask next. If initiating or reinitiating the schedule, you are instructed to go to Section C. If the schedule is being repriced, you will have to check the appropriate box depending upon the answers to Questions #3 and #5. The instructions following the checked box will tell you which section to use next. See Section 2.7.4 for more details.

2.7.1 QUESTION #2 - MULTIPLE HOUSEHOLDS

2A. Is (apartment insert #/this house) occupied by more than one household?

1 YES -> B. Does each household have a separate entrance from the outside of the building or through a common hallway?

  1 YES (IF YES, UNIT SUBDIVIDED, CODE 74 AND COLLECT A NEW SCHEDULE FOR EACH HOUSEHOLD IN THE UNIT)

  2 NO (IF NO, SAY "For our purposes, all of the households are living in one apartment/house.) Please answer these questions for the entire (apartment/house)"; CONTINUE INTERVIEW)

2 NO

NOTE: This question appears differently on BLS222NC schedules used for screening New Construction units.

OVERVIEW

This two-part question is used to identify subdivided housing units. By subdivided, we mean that it was not obvious during listing that there were two or more housing units at this address. These housing units are needed so they can be properly represented in the survey.

PROCEDURES

Ask Question A. If the answer is "no," skip part B and go to the next question.

If the answer to Question A is "yes," ask Question B. The purpose of Question B is to determine if these other households within the unit meet the definition of separate housing units. They must have separate direct entrances in order to do so.

If Question B is answered "no," the households are considered to be living in one housing unit. Read the statement explaining this to the respondent and continue the survey.

If Question B is answered "yes," the households are considered to be living in separate housing units. All housing units at the address listed on the housing schedule are to be initiated SEPARATELY. Follow the instructions given in 2.3.3.5. It is important during this and any future interviews that the respondent is aware that the unit interviewed is the subdivided part of the unit and not the whole unit.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.7.1 QUESTION #2 - MULTIPLE HOUSEHOLDS (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Household** - A family or group of people living together in one housing unit and sharing some common housing expenses. Families qualify as households, but members of a household do not have to be related.

2. **Apartment #/(This House)** - The address listed on the first page of the housing schedule. The apartment number is inserted in the question to avoid any confusion between the individual apartment and the entire apartment complex. Make sure that this is understood by the respondent.

3. **Separate Entrance** - Living quarters have separate direct entrances if there is either:

   - An entrance to the living quarters directly from the outside of the structure.

     or

   - An entrance to the living quarters from a hall, lobby or stairway used by the occupants of more than one unit. This means that the hall, lobby, or vestibule is NOT part of any unit and must be clearly separate from all units in the structure. It may be furnished or unfurnished. Any room may serve the purpose of a lobby or a common hall, provided it is not part of any unit.

   Living quarters do NOT have separate direct entrances if the only entrance to the unit is through part of another unit.

2.7.2 QUESTION #3 - TENURE

3. Is this (apartment/house) occupied by the owner?

1 YES, OWNER OCCUPIED (O)
2 NO, RENTER OCCUPIED (R)

NOTE: IF OWNER/RENTER STATUS HAS CHANGED, REINITIATE (222R only)

NOTE: This question appears differently on different versions of the forms and flats.

OVERVIEW

This question establishes the tenure (whether owner or renter occupied) of the unit.

> **At initiation**, this question also determines whether or not the unit is to be interviewed for inclusion into the survey.
>
> Some of the units selected for the survey are to be initiated ONLY if they are owner occupied; others ONLY if they are renter occupied. A third category will be initiated regardless of tenure status.

During all interviews, the tenure status determines which sections of the form will be completed. Owners are to be asked the questions in Section D; Renters are to be asked the questions in Section E.

The tenure status also affects when a schedule will return for repricing or reinitiation.

PROCEDURES

Ask the question and record the answer.

> **At Initiation,** compare the response to the Initiation Status written in the blank. If they are in agreement, continue the interview. If the response and the Initiation Status do NOT agree, the unit fails screening permanently. Code the schedule "78" and stop the interview.
>
> **After Initiation,** compare the response to the previous owner/renter status that is printed on the form. If they differ, there has been a change in tenure from owner to renter or from renter to owner. Reinitiate the unit.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.7.2 QUESTION #3 - TENURE (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Initiation Status** - The initiation status is the tenure status that the unit MUST have at initiation in order to be included in the survey. This code is assigned to each unit and has been transcribed from the segment listing form to the housing schedule prior to initiating the unit. DO NOT CHANGE the initiation status.

   The initiation status may be one of three codes:

   O = owner occupied,
   R = renter occupied,
   OR = owner or renter occupied.

   The initiation status is used because of the need for this survey to represent an appropriate cross section of owner and renter occupied units.

2. **Owner Occupied** - Any housing unit in which the owner lives is considered owner occupied. In the case where the owner and a renter live in the same housing unit, the unit is considered owner occupied.

   The owner is the individual, group of individuals, corporation or other legal entity that can sell the unit in the open market.

   Occupied housing units owned by companies or corporations are always renter occupied. However, units owned by a group of individuals are owner occupied if ANY of the owners occupy the unit. For example, you could have a separated couple where one of them lives in the house. Note that, by this definition, some cooperative housing units that can only be sold back to the original seller are not owner occupied because they cannot be sold in the open market.

3. **Renter Occupied** - Any occupied housing unit that is not owner occupied is, by BLS definition, renter occupied. This includes RENT - FREE arrangements in housing units owned by other parties who do not live there.

2.7.2 QUESTION #3 - TENURE (Continued)

USE OF DATA

At initiation, the tenure screening question is a major part of the sample selection process. The sample is screened in this manner to insure a properly balanced representation of owner and renter units.

EXAMPLES

1. A housing unit where the lot is rented but home is owned is OWNER - OCCUPIED.
2. The tenant is paying rent, but has an option to buy with some of the rent considered as a down payment. This unit is RENTER - OCCUPIED until the unit is actually bought. At that time, the tenure status changes and the unit would have to be reinitiated.
3. The owner lives in the unit six months every year and rents it out the other six months. In this case, the owner would respond "owner occupied", which is correct. If the renter reported "renter occupied", the unit will show a change six months later when the owner has moved back into the unit. Washington is aware of this problem. Always interview the unit based on the tenure status on the day of the interview. Explain situations like these in a field message or on an SO - 608A.

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2.7.3 QUESTION #5 - DATE OF OCCUPANCY

5A. Has any member of the household lived in this (apartment/house) for more than one year?

1 YES
2 NO -> B. On what date did the first member of this household become the (renter/owner)?

MM/DD _|_|_|_

NOTE: On the BLS 222R schedule only, this question will be followed by directions for completing appropriate sections of the form (see Section 2.7.4).

OVERVIEW

This question establishes the date of occupancy of the unit for cases where the occupants have lived there for less than one year. The question is asked in two stages because the actual date of occupancy is needed only if the occupants have lived there for less than one year.

PROCEDURES

Ask Question A. If the response is "no," ask Question B. Enter the month using a number for the month (i.e., May = 05, November = 11). Enter the day as two digits (i.e., the seventh of the month - 07).

> **MONTH** - Most respondents that have occupied a unit for less than one year can recall the month in which they moved. If the respondent can't tell you which month they moved in, you may need to talk to another occupant or the manager. Having the correct month is very important when the occupant has lived in the unit less than one year because the decision to reinitiate is based on the answer.
>
> **DAY** - Again, most respondents that have occupied a unit less than a year can usually recall the date on which they moved. If the respondent doesn't know the exact date, an estimate within a few days of the correct date is sufficient.

Units that were not occupied by the same household on this date last month should not be questioned about any information for that time period. (This applies to the renter section of the form.) You should ask the landlord or manager for this information.

Some rental units are shared by people who move in and out on a fairly frequent basis. The date that should be recorded for this type of living arrangement is the date that the lease was originally signed by the group. For groups, it is acceptable to record the occupancy date for the member of the current group that has lived there the longest.

For "refusal" and "don't know" responses, place an "X" in the blanks for MONTH and/or DAY and follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.7.3 QUESTION #5 - DATE OF OCCUPANCY (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Any member of this household** - Any person in the family or group of people that lives in the unit.

2. **First member of this household becomes the renter (owner)** - If members of the household have been living in the unit for different lengths of time, the date of occupancy is to be based on the person who has lived there the longest.

   If the tenure status has changed (Question #3) from renter to owner or owner to renter but the occupant is still the same, record the date that the occupant changed to the current tenure status. For example, a renter who buys the unit that she had been renting needs to provide the date of purchase.

   If the respondent asks for clarification of the exact date desired, define it for renters as the date the lease became effective and for owners as the date they legally obtained the unit (closed, took possession, etc. .. .).

USE OF DATA

This question is important to the survey. The information gathered here affects several aspects of the form. The primary use of this question is to determine any changes in occupancy since the previous interview.

This question is also used to compute vacancy adjustments to the CPI based on changes in rental rates when there is a change in occupants. For this and other research needs, it is necessary to get more accurate information about recent changes in occupancy.

2.7.4 DETERMINATION OF THE APPROPRIATE TYPE OF INTERVIEW

CHECK THE APPROPRIATE BOX, FOLLOW DIRECTIONS
( ) - REINITIATING UNIT, GO TO SECTION C
( ) - REPRICING UNIT - CHECK APPROPRIATE BOX
    ( ) - OWNER/RENTER STATUS CHANGED
        REINITIATE, GO TO SECTION C
    ( ) - OWNER LESS THAN 12 MONTHS
        REINITIATE, GO TO SECTION C
    ( ) - OWNER, 12 OR MORE MONTHS
        REPRICE, GO TO SECTION D
    ( ) - RENTER, LESS THAN 1 MONTH
        REINITIATE, GO TO SECTION C
        OBTAIN PREVIOUS MONTH'S RENT FROM
        OWNER/MANAGER
    ( ) - RENTER, LESS THAN 6 MONTHS
        REINITIATE, GO TO SECTION C
    ( ) - RENTER, 6 OR MORE MONTHS
        REPRICE, GO TO SECTION E - PAGE 3

NOTE: This instruction does not appear on screening forms (BLS 222S or BLS 222NC).

Following Question #5 in Section B of the repricing (BLS 222R) schedule only is an area to be checked to indicate the type of interview to be conducted.

An asterisk in one of the first two boxes will be preprinted by Washington. If the first box, "REINITIATING UNIT, GO TO SECTION C" is marked, do not check any of the boxes, and continue the interview by asking the appropriate questions in Section C. If the second box, "REPRICING - CHECK APPROPRIATE BOX" is marked, check one of the remaining boxes and continue the interview by proceeding to the section indicated.

The box to be checked is determined by the answers received to Questions #3 and #5:

Check the third box IF - the owner/renter status has changed from the answer indicated by the asterisk.
Check the fourth box IF - the answer to Question #3 is "yes" and the answer to Question #5 is "no."
Check the fifth box IF - the answer to Question #3 is "yes" and the answer to Question #5A is "yes."
Check the sixth box IF - the answer to Question #3 is "no", the answer to Question #5A is "no", and the date that the first member of the household became the renter is less than one month ago.
Check the seventh box IF - the answer to Question #3 is "no", the answer to Question #5A is "no", and the date that the first member of the household became the renter was less than 6 months but more than 1 month ago.
Check the eighth box IF - the answer to Question #3 is "no" and the answer to Question #5A is "yes," or the answer to Question #5B indicates 6 or more months for the renter occupant.

If more than one box applies, check the first eligible box.

2.8 SECTION C - COMPLETE FOR ALL OCCUPIED UNITS AT INITIATION AND REINITIATION

Section C contains screening questions that are to be asked at initiation and at reinitiation.

Question #6 is about public housing and is different from the others in this section for two reasons. This question is only asked of renter occupied units and it is the only question in this section that can permanently remove a unit from the survey.

The other two questions in this section can only fail a unit temporarily because the conditions causing the unit to fail screening in these cases are subject to change. If there is a change in ownership, for example, the new owner may use the unit differently, thus making it eligible for the survey. Units that fail either of these two screening questions will periodically return to be reinitiated. If screening is passed at one of these later dates, the schedule will then be completed and the unit included in the index.

HOUSING UNIT DEFINITION

These screening questions determine if the unit meets the criteria of a housing unit.

> A HOUSING UNIT is a house, apartment, group of rooms, or a single room occupied or intended for year-round occupancy as SEPARATE LIVING QUARTERS.
>
> Separate living quarters must have a direct entrance either from the outside or through a common hallway, lobby, or stairway.

2.8.1 QUESTION #6 - PUBLIC HOUSING

6A. (ASK RENTERS ONLY) Is this (apartment/ house) owned or operated by a government agency?

1 YES ->B. Is the rent subsidized by a government agency? (THIS IS NOT THE SAME AS SECTION 8 HOUSING)

- **1 YES (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)**
- **2 NO**

2 NO

OVERVIEW

As a screening question, this question is used solely to screen public housing out of this survey. The reason why public housing is not included in this survey is that the true economic rent of the unit cannot be obtained.

PROCEDURES

Ask Question A of all units that are renter occupied. Leave the question blank for all owner occupied units. If the response is "yes," circle the answer and ask Question B. If the response to Question B is also "yes," the unit meets the definition of public housing. Stop the interview and code the schedule "77," unit fails screening permanently. If the response is "no" to either question, circle the answers and continue the interview.

U.S. Dept. of Housing & Urban Development Section 8 housing is not considered public housing. If the unit is Section 8 housing, the correct response to 6A is "no." Note "Section 8 housing" under Permanent Special Instructions.

If there is a doubt as to whether or not the unit is public housing, explain the situation in an SO-608A. Follow the policy guidelines for "refusal" and "don't know" responses in Appendix C.2. Collect the rest of the schedule if possible.

If the unit is judged by Washington to NOT be public housing, it will be returned in six months with a message explaining this. If the unit is judged by Washington to be public housing, it will be cancelled permanently by Washington.

2.8.1 QUESTION #6 - PUBLIC HOUSING Continued)

DEFINITIONS AND TERMINOLOGY

1. **Public Housing** - Housing units that are (1) subsidized and (2) owned or operated by Federal, State, City, or other government agencies with most rental costs covered by them. Rent paid by the tenant is usually based on the tenant's income and does not relate to the economic (normal market) rent for the unit. The local housing authority owns and runs the units, thus no rent reduction or subsidy is obtainable.

   In most cases, the units were constructed and funded by a governmental body and all units are occupied by people receiving assistance. Therefore, economic rents cannot be obtained for public housing. This is why they are excluded from the survey.

2. **Section 8 Housing** - A federal rent assistance program in which the rent for approved housing units is subsidized. The tenant pays up to 30% of their income as rent and the Federal Government pays the remainder (within guidelines) to the landlord. The combination of rent paid to the landlord by the Government and rent paid by the tenant is the economic rent.

   Other state programs are similar in nature to the U.S. Dept. of Housing & Urban Development Section 8 housing program. Treat housing units under these programs in the same manner as Section 8 housing. A more detailed discussion of Section 8 housing and similar programs is provided in Appendix D.2.

2.8.2 QUESTION #7 - OCCUPANCY

7. Is this (apartment/house) intended by its owner for year-round occupancy?

1 YES
2 NO (IF NO, UNIT FAILS SCREENING TEMPORARILY CODE 57 AND STOP INTERVIEW)

OVERVIEW

As a screening question, this question is used solely to determine whether or not the unit is eligible for our survey.

The intent of the question is to remove from the survey any units that are not intended to be used year-round. For example:

1. **Seasonal Units** - Beach houses, summer cottages, and mountain cabins that are intended to be used rarely, or during certain seasons, should be excluded by this question.

2. **Migratory Units** - Units that house migratory workers during the picking season should be excluded by this question.

If one of these types of units is not removed from the survey by this question, it does not mean that an error has been made. For example, a beach house, used during the summer by the owner is NOT removed from the sample by this criteria if it is used the rest of the year as a rental unit.

PROCEDURES

When asking this question, remember that the key is the intent of the owner, regardless of the condition or suitability of the unit. If the answer is "yes," go to the next question. If the answer is "no," stop the interview and code the schedule "57," unit fails screening temporarily.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.8.2 QUESTION #7 - OCCUPANCY (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Intended by its owner** - There can be a difference between what the owner intends and what a tenant does. For example, the tenant does not use the unit during the winter months. If the owner has boarded up the unit, then his intent is for the unit to be unoccupied. Answer the question "no."

   "Intent of the owner" is to be considered regardless of the condition or suitability of the unit. For example, even if the building is not heated in the winter, if the owner intends for it to be used, then the answer is "yes."

2. **Year-round occupancy** - The unit can be used throughout the year.

   Renter occupied units - If the owner gives the renter access to the unit year-round, then the unit is intended for year-round occupancy, regardless of the actual use of the unit by the renter. For example, the renter pays rent year-round but uses the unit only for the summer. The OWNER intends for the unit to be used year-round.

   Owner occupied unit - Year-round occupancy is based on the usability of the unit throughout the year. For example, the unit is used only for the summer. The OWNER intends for the unit to be used only for those months and not year-round.

   The unit does not have to be occupied year-round by the same household. For example, a unit where the owner lives for three months and rents for nine months is occupied year-round. (It may however fail other screening criteria.)

2.8.3 QUESTION #8 - PRIMARY RESIDENCE

8. Is this (apartment/house) the primary residence for one or more occupants?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

OVERVIEW

As a screening question, this question is used solely to determine whether or not the unit is eligible for our survey.

The intent of the question is to remove from the survey any unit that is not the primary residence of at least one person. For example:

1. **Transient units** - Hotel and motel rooms intended for short-term occupancy are usually removed from the survey by this question.
2. **Vacation units or Second Homes** - Units used for vacations by several households throughout the year or as second homes are usually removed from the survey by this question.

NOTE: A hotel room could be INTENDED for short-term use, but actually used as a primary residence. People have been known to occupy suites in hotels for years. These units are their primary residences.

PROCEDURES

If the answer to the question is "yes," go to the next question. If the answer is "no," stop the interview and code the schedule "57," unit fails screening temporarily.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Primary residence** - Most people live in one housing unit for the majority of the year. For this survey, this unit is their primary residence. People that live in several different locales usually consider one place their primary residence. The final decision about determining primary residency is to be left to the respondent.
2. **One or more occupants** - The RESPONDENT does not have to consider the house or apartment to be his primary residence. The requirement is that SOMEONE living in the unit DOES consider it their primary residence.

2.9 SECTION D - COMPLETE FOR ALL OWNER OCCUPIED UNITS

This section of the housing form contains questions to be asked only of owner occupied units during every interview.

PURPOSE OF SECTION

The purpose of this section is to ask respondents in owner occupied units questions that are similar in nature to those asked of renters. Owner information is used to calculate price changes for owner occupied housing costs. Research is also being conducted to establish similarities and differences between owner and renter units.

QUESTIONS #9A, #9B, #11 and #13 have been discontinued.

2.9.2 QUESTION #10 - ESTIMATED RENT

10. If this (house/apartment) were a rental unit, how much do you think it would rent for monthly, including maintenance but without utilities and furniture?

RESP $ ____.__
FIELD REP $ ____.__

OVERVIEW

This question asks the owner to estimate the rental value of the unit. In combination with the other information gathered on the unit, this estimated rent is used in comparisons with rental units.

PROCEDURES

Ask the question EXACTLY as stated. Repeat if necessary. Fill in the response in the blanks provided beside "Respondent".

For example: RESPONDENT $650.00

Units that rent the land and own the house should estimate the rent for the house AND land.

For "refusal" and "don't know" responses, and when renting of the unit is prohibited by local covenants, mark the left most blank with a "X." The "X" is an acceptable response to this question under these circumstances.

Next to the respondent's estimated rent is a similar space for the Field Representative's estimate. This should ALWAYS BE COMPLETED DURING PERSONAL VISITS to the unit. When the unit is surveyed by telephone, record a "X" in the left most blank. "Don't Know" is NOT a valid response for the Field Representative's estimate when a personal visit is made. If local covenants prohibit renting of the unit, record an "X" in the left most blank and note the problem in a field message. Otherwise, the question must be answered.

The Field Representative's estimate does not have to be completed DURING the interview. Immediately after the interview is a good time to complete this question, ESPECIALLY if your estimate is different from that of the respondent.

DEFINITIONS AND TERMINOLOGY

1. **Were a rental unit** - Some people mistakenly think that the question is "What WOULD YOU rent your house for?" We are looking for the unit's estimated value if it were on the rental market, NOT what the owner would REQUIRE for renting.

2.9.2 QUESTION #10 - ESTIMATED RENT (Continued)

Example: An owner has a $1000/monthly mortgage. He might require $1200/month to rent the house, but he knows that he could only get $750/month on the rental market. The desired answer is $750/month, the rental value of the unit.

If this type of problem occurs, a possible prompt is to ask the owner what rent would THEY pay if they were renting the unit from someone else.

2. **Rent for monthly**, including maintenance but without utilities and furniture - We are trying to establish a common level for all of these rental estimates. The rental conditions that we are assuming are:

   (1) the rent would include all maintenance,
   (2) the unit would be unfurnished,
   (3) the renter would have to pay all utility bills.

   If the respondent asks for more information about what would he have to provide with the unit, the above information should be given.

Occasionally a respondent may not be able to answer the question as stated. For example, some condominiums provide maintenance and utilities in one fee that cannot be separated. Record their answer and explain any problems of this type in a field message.

USE OF DATA

This question is used as part of the rental equivalence and weighting for this unit in the index.

FIELD REPRESENTATIVE'S ESTIMATE

The Field Representative is being asked to provide an estimate of the fair market rental value of owner-occupied units. The reasons for getting the Field Representative's estimate are (1) to get some type of estimate when none is given by the owner and (2) to let Washington know when the owner's estimate is unrealistic.

You should spend only a limited amount of time in making these estimates. The following guidelines are suggested.

1. If the owner's estimate seems fairly realistic, use this estimate as your own.

2. If you know of other similar rental units in the area, use this knowledge.

3. If you know of other rental units in the area that are slightly different (i.e. two vs. three bedrooms), use this knowledge and adjust for the difference.

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2.9.4 QUESTION #12 - AIR CONDITIONING EQUIPMENT - OWNERS

12. (USE FLASH CARD A) Which of the following best describes the main air conditioning equipment used in this (house/apartment)?

1 EVAPORATIVE COOLER (SWAMP COOLER)
2 CENTRAL - ELECTRIC
3 CENTRAL - GAS
4 ONE WINDOW OR WALL UNIT
5 TWO OR MORE WINDOW OR WALL UNITS
6 NONE

PROCEDURES

Ask the question, then read the list of possible responses to the question. During personal visits, use the flash card. Do not skip any of the items on the list.

If the respondent indicates that two or more types of air conditioning equipment are used, restate the question, "Which is the MAIN air conditioning equipment used?" Circle only one answer as the main air conditioning equipment. If two or more types of air conditioning equipment are used equally, or if the respondent does not know which is used the most, circle the one that is highest on the list.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Main** - The equipment that is used the most. In most units, there is only one air conditioning system. If, however, there is more than one system, the system used the most is the main air conditioning system. The determination of "most" is to be left to the opinion of the respondent.

2. **Air Conditioning Equipment** - Cooling of air by a refrigeration unit. Types of equipment include room units in windows or built into walls and central units that distribute refrigerated air to a number of rooms. Heat pumps used for cooling also qualify.

   Do **NOT** include fans or blowers.

   Air conditioning equipment that is made available during the "summer season" is considered to be in the unit year-round. This includes units that have access to air conditioning or heating, but not both during the same season. This also includes units where the air conditioning window unit is removed in the Fall to reduce drafts but is replaced in the Spring.

2.9.4 QUESTION #12 - AIR CONDITIONING EQUIPMENT - OWNERS (Continued)

3. **Evaporative Cooler** - (Swamp Cooler) - Cooling units that moisten and cool the air by saturating it with water vapor. Commonly found in the Southwestern United States. They are not REFRIGERATED air conditioning units because they do not have compressors. Because they use significantly less fuel, it is necessary to identify any units cooled by evaporative systems.

4. **Central Air** - A cooling system in a structure or floor of a structure that uses one source, with distribution of air by ducts or pipes. The system runs on either GAS or ELECTRICITY.

5. **Window or Wall Units** - Any air conditioning unit, built into a wall or placed in a window, that provides refrigerated air for that room only. Windows or wall units that cannot be used in the winter are still to be counted. The main difference between a window unit and a wall unit is that a wall unit has a built-in location, specifically for the unit. Otherwise, window and wall units are the same.

2.10 SECTION E - COMPLETE FOR ALL RENTER-OCCUPIED UNITS

This section of the housing form contains questions to be asked only of renter occupied units. These questions cover details of the current rental arrangement and the rental arrangement one month prior to the interview.

PURPOSE OF SECTION

The purpose of this section is to collect rental information used to compute the housing portion of the CPI. The questions asked are used to compute the economic rent of the unit on the day of the interview and for one month prior to that day. Questions are also asked about various facilities, utilities and services to determine what is provided by the owner through the current or previous rent and who pays for it.

2.10.1 QUESTION #14 - CURRENT TIME PERIOD

I'm now going to ask you some questions about the rent and the rental agreement for this (apartment/house). We are particularly interested in any changes that have occurred in the last month.

14A. Is the time period covered by the current rent from the first of this month to the end of this month?

1 YES
2 NO -> **B. What length of time does the current rent cover?**
  1 ONE MONTH
  2 ONE WEEK
  3 TWO WEEKS
  4 OTHER, NUMBER OF DAYS __|__|__

C. What was the starting date of the rental period that covers today?

MM/DD __|__|__|__

D. And when does this period end?

MM/DD __|__|__|__

3 RENT FREE ->**E. Why is this (apartment/ house) rent free?**

1 A member of the household is a relative of the owner or manager.
2 A member of the household performs a service for the owner or manager.
3 A subsidy from an outside party is paid directly to the owner or manager.
4 Other, specify

____

F. What would you estimate that the monthly rent would be?

$ __|__|__|__|__. __|__

GO TO QUESTION #20

2.10.1 QUESTION #14 - CURRENT TIME PERIOD (Continued)

OVERVIEW

Establishing the time period covered by the current rent is extremely important. All of the remaining questions about the current rent are based on this time period. This includes the rent, rent reductions, and extra charges. Questions about the current status of facilities, services, and utilities which follow are also based on this time period.

In many cases, the time period covered is easy to establish and it may seem that the questions on the schedule belabor the point. However, there are enough cases where not establishing the time period could cause incorrect data to be gathered. For this reason, these questions are asked.

The time period questions are most important when the rent covers an unusual time period or when the rent starts or ends at an unusual time. A common case occurs when a unit has just changed occupants. Quite often in this case, the rent for the first month is ONLY for the remainder of the month, resulting in an unusual rent and time period.

PROCEDURES

Ask Question #14A. If the response is "yes," the time period is established. If the response to Question A is "no," questions B, C, and D MUST be asked in order to fix the time period covered by the current rent. For Question B, the three most common responses (one month, one week, and two weeks) are answers that can be circled. For time periods other than these, enter the number of days covered by the rent.

An example of this "other, number of days" category is a unit near a university that is rented and paid for by the semester. In this case, circle #4 and enter the number of days that the rental period covers in the blanks provided. If the number of days is difficult to calculate, use a calendar AFTER THE INTERVIEW to calculate the length of time.

Record the day and month of the starting and ending dates in questions C and D. The month must be provided because some rental periods span two or more months.

If the response to the question is that the unit is RENT FREE, circle "3 - RENT FREE." Then ask questions E and F to establish the reason for the rent free situation and to obtain an estimate of the monthly rent. If the rent is free for more than one of these reasons, circle ONLY the reason that is highest on the list. If the rent is free for a reason other than the three listed, circle "4 Other, Specify" and briefly explain (64 characters). If a rent estimate is not given, enter an "X" in the left most blank. After asking questions E and F, go to Question #20 and continue the interview.

2.10.1 QUESTION #14 - CURRENT TIME PERIOD (Continued)

For "refusal" and "don't know" responses to any of the questions, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Covered by the current rent** - The time period "covered by the current rent" is the period of time that INCLUDES the day of the interview.

2. **First of this month to the end of this month** - A complete calendar month. One month is the most common rental period. However, it is also important that the monthly rental period in Question #14A be from the first to the last of the month. Monthly rents that cover other time frames (for example, from the 15th of the month to the 14th of the next month) will be recorded in Questions B, C, and D.

   Note that the day that the rent is DUE is not necessarily the same as the beginning of the rental period. Renters who regularly take advantage of the grace period for rental payment without penalty may interpret the latter date as the date "due." For example, the respondent's rent for the month of July is "due" on or before July 5th. The rental period is from the first to the last of the month, even if the rent is always paid on the 5th.

3. **Length of time** - For rental units that are NOT rented from the first of the month to the end of the month, the length of time must be established in Question B.

4. **Starting date/end date** - The rental period, whose length has been established in Question B, has a starting and ending date that must be recorded.

5. **Rent free** - (1) The owner is not the occupant of the unit and (2) the tenant does not pay any cash rent for the unit.

   If, for example, the son owns a condominium for his mother to live in and she pays no cash rent, this unit is rent free because the tenant is a relative of the owner.

2.10.1 QUESTION #14 - CURRENT TIME PERIOD (Continued)

6. **Member of the household -** Any person living within the housing unit. This wording is used because the person being interviewed may not qualify for the reduction, but someone else in the household could.

7. **Relative of the owner or manager** - Any person related to the owner or manager either by blood, adoption, or marriage. "Good friends" do not count as relatives. Consider a former spouse to be a relative.

8. **Performs a service** - When labor of recognized value to a landlord takes the place of all or part of monetary rent payments, there is a reduction for service. Service may be work in an apartment complex. Apartment building managers who receive a free apartment, faculty housing at a school, housing for a clergy provided by the church (Note: Housing for 5 or more clergy, convents and monasteries are Out of Scope), a park ranger's residence and housing for the managers or workers at a factory are examples.

9. **Subsidy from an outside party paid directly to the owner or manager** - For this question, a subsidy is defined as direct financial aid furnished, usually by a government, for the purpose of renting the unit. Appendix D.2 contains information on Section 8 Housing and similiar programs. Financial aid received by a renter that could be used for the rent of any OTHER unit or for purposes other than rent is NOT considered a subsidy. For example, a renter's mother gives him the rent money. Since the actual rent is being paid in full, do not report as a rent-free subsidy. In this case, the rent should be reported, just like any other rent. On the other hand, if the mother pays the money directly to the landlord there is a rent-free subsidy.

   Again, if the financial aid can be used for anything besides the rent, it should not be reported as a rent-free subsidy situation.

USE OF DATA

The answer(s) to the time period questions will be used by Washington to adjust the reported current rents and rent reductions prior to including them in the calculations. For example, a weekly rent of $100 will be adjusted BY COMPUTER to a monthly rent prior to use in the index calculation. ALL ADJUSTMENTS WILL BE DONE BY COMPUTER.

2.10.2 QUESTION #15 - PREVIOUS TIME PERIOD

15A. On this date last month, was the length of the rental period the same

1 YES

2 NO -> B. What was the starting date of the rental periodthat covered this date last month?

MM/DD _|_|_|_

C. And when did this period end?

MM/DD _|_|_|_

OVERVIEW

Establishing the time period covered by the previous rent is also important. The questions on last month's rent reductions and rent are based on this time period. Questions about last month's status of facilities, services, and utilities are also based on this time period.

The reason for checking the previous time period is that the current and previous rental periods can be different. This frequently occurs at the beginning of the tenancy, a crucial time for collecting data.

In most cases, the length of time covered by the previous rent is the same as it was for the current rent. This is why Questions B and C are not asked when Question A is answered "yes."

PROCEDURES

Ask Question A. If the response is "yes," the previous rental period is established. If the response to Question A is "no," ask Questions B and C to establish the time period covered by the previous rent.

If the current occupants were not the occupants on this date last month, do not collect any previous period information from them. Check the date of occupancy recorded in Question #5 if necessary. Obtain the previous period information only from the landlord or manager.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.10.2 QUESTION #15 - PREVIOUS TIME PERIOD (Continued)

DEFINITIONS AND TERMINOLOGY

1. **On this date last month/One month ago today** - The time period defined as the previous period is the rental period that includes the day one month prior to the interview. For example, the interview takes place on April 14th. The rental period that includes March 14th is the correct previous time period.

   For renters who pay monthly, last month is the previous rental period. However, for those who rent on a weekly basis, the rental period of interest is three to five rental periods back. Renters whose rental period is greater than a month (a semester, for example) may have the SAME rental period covering the day of the interview and the day one month prior to the interview.

2. **Length of the rental period the same** - This is the length of time that the rent covers, as established in Question #14 for the current time period. For example, the current rental period is one week long and, on this date last month, the rental period was also one week long.

   If the current rent time period starts on May 7th and ends on May 14th and the period last month was from April 9 to April 16, then the length of the two rental periods is the same (one week).

   If the rent this period included last month, for example, a rental period of one semester, ending next week, then the length of the rental period last month is the same.

3. **Starting date/end date** - The rental period has a starting and ending date. These dates must cover the date one month prior to the interview inclusively. Both month and day must be provided since the time period could span two or more months. For example, the date one month prior to the interview was August 2nd. For a renter paying a weekly rent, the previous time period might be from July 29th to August 4th.

USE OF DATA

The answer to the time period question will be used by Washington to adjust the reported previous rents and rent reductions prior to including them in any index calculations. ALL ADJUSTMENTS WILL BE DONE BY COMPUTER.

2.10.3 QUESTION #16 - RENT REDUCTION

16A. During these two rental periods, was the rent lower because a member of the household is a relative of the owner or manager?

1 YES ->B. How much lower is the current rent?

$ __|__|__|__.__|__ E

C. How much lower was the rent last month?

$ __|__|__|__.__|__ E

2 NO

D. Is the rent lower because a member of the household performs a service for the owner or manager?

1 YES ->E. How much lower is the current rent?

$ __|__|__|__.__|__ E

F. How much lower was the rent last month?

$ __|__|__|__.__|__ E

2 NO

G. Is the rent lower because of a subsidy from an outside party paid directly to the owner or manager? For example Section 8 housing.

1 YES ->H. How much lower is the current rent?

$ __|__|__|__.__|__ E

I. How much lower was the rent last month?

$ __|__|__|__.__|__ E

2 NO

OVERVIEW

Rent reductions of the type asked for in this question are collected so the economic rent for the current and previous time period can be calculated by Washington. The economic rent is the rent of the unit PLUS any rent reductions PLUS any extra charges.

THESE ARE THE ONLY TYPES OF RENT REDUCTIONS THAT ARE TO BE REPORTED. Other circumstances may indeed cause the rent to be lower, but for the purposes of this survey, they are not considered rent reductions.

2.10.3 QUESTION #16 - RENT REDUCTION (Continued)

PROCEDURES

Ask Question A. If the response is "yes," ask Question B and C. Enter the amount of the rent reductions in the blanks provided. Repeat these procedures for Questions D, E and F and Questions G, H and I.

If the current and previous rents are lower, but the EXACT AMOUNTS ARE UNKNOWN, enter the estimated rent reductions and circle the letter "E" to indicate that they are estimates. Frequently the reported rent reductions are estimates, especially when relatives are involved. If neither an exact or estimated rent reduction is obtained, enter an "X" in the left most blank and follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

If the rent was reduced for only one of the two rental periods, enter the reduction for that period and enter $ ____ 0.00 for the period with no reduction.

The amount of the rent reduction MUST cover the same time period as the rent. This is the time period established in the previous Questions #14 and #15.

If the rent reduction does not correspond with either the established current or previous time periods, explain in a field message.

If the unit is rent free, the reason and an estimate of the rent should be reported in Question #14 and not here.

ESTIMATED RENT REDUCTIONS

Some units may have rent reductions where the EXACT amount of the reduction is unknown.

Examples:

1. "My rent is less than it would be because my father owns the place. He won't rent it to anyone else."

2. "I think the unit would rent for $50 a month more if I didn't do the maintenance for the complex, but I'm not sure."

3. "I don't know what it would rent for, maybe $100/mo more per month."

2. . 10.3 QUESTION #16 - RENT REDUCTION (Continued)

This type of information CANNOT be used by Washington in the same way that actual rent reductions are used because any changes or lack of changes may be due to improper guesses, incorrect responses, or other factors that may be arbitrary. In cases where the exact rent reduction is unknown by the occupant, contact the landlord or manager to obtain the EXACT rent reduction. If the EXACT rent reduction is not available from any of the eligible sources, record the ESTIMATED rent reduction and circle the "E" to indicate that it is an estimate. Enter an "X" if there is a rent reduction and neither the exact amount nor an estimate is obtained.

DEFINITIONS AND TERMINOLOGY

1. **During these two rental periods** - The time periods established in Questions #14 and #15 are the time periods during which the rent reductions MUST have occurred.

2. **Lower** - The term "lower" refers to how much lower the rent is in comparison with what the rent would be if the condition(s) did not exist. The rent does not actually have to have been at a higher level and then lowered in order to qualify. In an attempt to avoid this type of misunderstanding, the term "reduction" has not been used in the question.

3. **Member of the household** - Any person living within the housing unit. This wording is used because the person being interviewed may not qualify for the reduction, but someone else in the household could.

4. **Relative of the owner or manager** - Anyone related to the owner or manager either by blood, adoption, or by marriage. "Good friends" do not count as relatives. Consider a former spouse to be a relative.

5. **Performs a service** - When labor of recognized value to a landlord takes the place of all or part of monetary rent payments, there is a reduction for service. Service may be work in an apartment complex. Apartment building managers who receive a free or reduced rent apartment and residents who do some work, such as grounds-keeping, shovels snow, mows the lawn, or working in the office, in exchange for a lower rent are examples.

   Lower rent in exchange for services is also commonly associated with employer-owned housing. Examples include faculty housing at a school, housing for a clergy at a church (Note: housing for 5 or more clergy and convents and monasteries are Out Of Scope) a park ranger's residence, and housing for the managers or workers at a factory.

2.10.3 QUESTION #16 - RENT REDUCTION (Continued)

6. **Subsidy from an outside party paid directly to the owner or manager** - For this question, a subsidy is defined as direct financial aid furnished, usually by a government, for the purpose of renting the unit. Appendix D.2 contains information on Section 8 Housing and similar programs.

   Financial aid received by a renter that could be used for the rent of any OTHER unit or for purposes other than rent is NOT considered a subsidy. For example, a renter's mother gives him $100.00 "for the rent". Since the actual rent (not reduced) is being paid in full, do not report a rent reduction. On the other hand, if the mother gives the money directly to the landlord and the remainder is paid by the tenant, there is a $100 rent reduction.

   Again, if the financial aid can be used for anything besides the rent, it should not be reported as a rent reduction.

7. **Examples of cases that are NOT rent reductions include:**

   a. Senior citizen
   b. Incentives because of conditions in the rental market
   c. Discounts for early payment
   d. Friend of the family
   e. Long-time tenant
   f. Handicapped tenant
   g. Boyfriend/Girlfriend

   These circumstances may indeed cause the rent to be lower, but for the purposes of this survey are not considered rent reductions.

USE OF DATA

When rental data is analyzed, the market value rent is referred to as the economic rent. This economic rent is the rent of the unit PLUS any rent reductions PLUS any extra charges. So, if there are rent reductions associated with a particular unit, these reductions must be reported here so that the economic rent of the unit can be calculated BY COMPUTER.

2.10.4 QUESTION #17 - CURRENT RENT

17. (After the rent has been lowered) How much is the rent for this (apartment/ house) for the current time period?

$ |_|_|_|.|_|

OVERVIEW

The rent question is the most important question on the housing schedule.

PROCEDURES

Read the question in the following manner.

(1) If a rent reduction has been reported in Question #16, read the phrase in the parenthesis.
(2) Always read the part of the sentence not in parenthesis.

Record the rent in the blanks provided.

Deposits placed on the unit are NOT to be counted as rent.

Any discounts due to early payment or penalties assessed due to late payment are NOT to be subtracted from or included in the rent.

If the unit is rent free, the reason and an estimate of the rent should be reported in Question #14 and not here. For "refusal" and "don't know" responses, enter an "X" in the left most blank and follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **After the rent has been lowered** - This refers ONLY to rent reductions recorded in Question #16. All other "rent reductions" are not counted and are not to be treated as rent reductions.

2. **The current time period** - This is the current rental period established in Question #14.

USE OF DATA

This question is the most important question on the housing schedule. It is used to compute the rent index and is also of valuable use for research purposes.

2.10.5 QUESTION #18 - PREVIOUS RENT

18. (After the rent had been lowered) How much was the rent on this date last month?

$ _|_|_|_._|_

OVERVIEW

The previous rent is used to compute one month changes in the rents for the CPI housing index.

PROCEDURES

Read the question in the following manner.

(1) If a rent reduction has been reported in Question #16, read the phrase in the parenthesis.
(2) Always read the part of the sentence not in parenthesis.

Record the rent in the blanks provided.

DEPOSITS placed on the unit are NOT to be counted as rent.

Any discounts due to early payment or penalties assessed due to late payment are NOT to be subtracted from or included in the rent.

If the unit is rent-free, for the current and previous time periods, the reason and an estimate of the rent should be reported in Question #14 and not here. If a current rent was reported in Question #17, but the previous rent was rent-free, enter $___0.00. For "refusal" and "don't know" responses, enter an "X" in the left most blank and follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **After the rent had been lowered** - This refers ONLY to rent reductions recorded in Question #16. All other "rent reductions" are not counted and are not to be treated as rent reductions.

2. **On this date last month** - This is the previous rental period established in Question #15.

USE OF DATA

This question is one of the most important questions on the housing schedule. It is used to compute the rent index and is also of valuable use for research purposes. Remember that the CPI housing survey is looking for changes in rents. Over 50% of the rent change reported in the Consumer Price Index is based on the difference between the current month's rent and the previous month's rent.

2.10.6 QUESTION #19 - CONFIRMATION OF RENT AND RENT REDUCTIONS

19. I have that the current rent is (not lowered/lowered by $ ____) and that this (lowered) rent is $ ____. I also have that the previous rent was (not lowered/ lowered by $ ____) and that this (lowered) rent was $ ____. Is this correct? (MAKE ANY NECESSARY CORRECTIONS)

OVERVIEW

The current and previous months rents and rent reductions are the most important pieces of information obtained during any renter interview. It is vital that this information be as accurate as possible. For this reason, this confirmation question is asked.

PROCEDURES

Ask the question, VERBALLY inserting the rent and rent reductions that were recorded in Questions #16-18. Do not write the rent or rent reductions in the blanks.

If any of the entries in Questions #16-18 are in error, change the entry. Especially be aware that when there are rent reductions, the rents reported in Questions #17 and #18 MAY be the full rents and not the reduced (or lowered) rents. This is incorrect and must be changed.

EXAMPLE

A respondent has given you a $75 rent reduction and a rent of $300 for both the current and previous time periods. You ask Question #19, "I have that the current rent is lowered by $75 and that this lowered rent is $300. I also have that the previous rent was lowered by $75 and that this lowered rent was $300." The respondent says, "No. The $300 rent is lowered to $225 by the $75. I pay only $225." Change the $300 rent reported in Questions #17 and #18 to $225.

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2.10.7 QUESTION #20 - EXTRA CHARGES

20A. Excluding any refundable deposits, is there an extra charge in effect today paid to the owner or manager for any of the following?

PAID LAST CP	EXTRA CHARGE	YES	NO	OUT OF SEASON	AMOUNT	MO	YR	ONE TIME	OTHER, SPECIFY
	1. Parking	Y	N	OS	$___.__	1	2	3	4
	2. Pets	Y	N	OS	$___.__	1	2	3	4
	3. Swimming Pool	Y	N	OS	$___.__	1	2	3	4
	4. Air Conditioning	Y	N	OS	$___.__	1	2	3	4

20B. Are there any other services or facilities for which an extra charge is paid to the owner or manager?

5. Other, specify	Y	N	OS	$___.__	1	2	3	4

SPECIFY ____

FOR THOSE MARKED WITH * THAT ARE NOT PAID THIS TIME PERIOD, OBTAIN THE PRICE INFORMATION FROM THE OWNER OR MANAGER AND REPORT IN THE AMOUNT COLUMN. IF THE AMOUNT OF THE EXTRA CHARGE IS NOT AVAILABLE, ENTER AN "X" IN THE AMOUNT COLUMN.

MESSAGE ____

OVERVIEW

Extra charges are fees paid by the renter for a particular service or privilege. For a fee to qualify as an extra charge, it must meet all of the criteria established for extra charges in this section. The fees are used by Washington in determining the economic rent of the unit.

PROCEDURES

At initiation, ask Question A, then read down the list of extra charges. Circle one of the following: "Y" for yes, "N" for no, or "OS" for out-of-season. For each "yes" response, ask for the amount of the extra charge and the time period that the extra charge covers. Note that the extra charge does NOT have to cover the same time period as the rent or rent reduction. It DOES however have to be in effect on the day of the interview.

Swimming pools and air conditioning are seasonal in nature. "Out of season" is provided for the case where there is an extra charge when they are in season, but currently thay are not. In this case, circle "OS" and do not report the amount or time period. If the unit is ever interviewed when the charge is in effect, this information will be collected. When the charge is not in effect, "OS" should be circled.

2.10.7 QUESTION #20 - EXTRA CHARGES (Continued)

If the respondent does not know or refuses to give the amount of any extra charge, enter an "X" in the amount column. Continue to collect the rest of the schedule if possible.

After completing the four common extra charges in part A, ask part B and record the response. If there is an extra charge recorded here, explain the details in the SPECIFY blank (64 characters). Also use the SPECIFY blank to note any time periods not specified in the question.

> **After initiation,** an asterisk may appear in the far left hand column of the schedule, adjacent to an applicable extra charge. This indicates that an extra charge for that item was reported as paid or out-of-season during the previous interview. If these items are now reported as not paid, obtain the price information for them from the owner or manager and enter it in the amount column. If the amount of the extra charge is not available from the owner or manager, enter an "X" in the left most blank of the amount column. The asterisk will not return next time if the current charge is reported for any extra charge no longer paid.

Use the message line (64 characters) for reporting any problems or unusual cases with extra charges. If more room is needed, use a field message or an SO - 608A.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Extra Charge** - An extra charge is a fee paid by the renter for a particular service or privilege. To be classified as an extra charge the following conditions must be met.

   a. **Paid to the landlord** - The fee must be paid to the same people that collect the rent. Fees paid to outside sources DO NOT count.

      For example, a fee paid to a health club for swimming pool privileges is not counted, unless the health club and the rental units are operated by the same people.

2.10.7 QUESTION #20 - EXTRA CHARGES (Continued)

b. Separate from the rent - If the fee is part of a fixed rental package that must be paid, regardless of use, do NOT count the fee as an extra charge. It is part of the rent.

If a respondent insists on reporting this type of charge separately, record it as an extra charge. Please enter in the "SPECIFY" field that this is a mandatory charge.
Examples:

(1) Renter pays the rent and the option to have pets is included. If the renter could pay less and not have the privilege, the difference is an extra charge. If the rent is the same regardless of whether or not they have a pet, there is NO extra charge.

(2) Some renters are presented with bills each month that break out the costs of various items. These costs are extra charges UNLESS they fail to meet one of the other criteria listed below.

(3) Renter pays $10 extra each month because the apartment has a balcony. This is not an extra charge. The unit just rents for $10/mo. more than other units.

(4) Renter must pay a fixed air conditioning fee with the rent regardless of use. This is not an extra charge, it is part of the rent.

(5) Renter pays $500 for rent and $400 for services (such as health care, transportation, and recreational facilities). The $400 service fee is mandatory. Report the rent as $900 with no extra charges.

If the respondent insists that the $400 is an extra charge, report a rent of $500 and an extra charge of $400 and include a message that "this charge is mandatory" in the "SPECIFY" field of the form.

c. In effect today - The service for which the extra charge is paid must be in effect on the day of the interview for that apartment or house. For example, the renter pays $20/month during the summer for use of the swimming pool. If interviewed during months when the pool is open, this is an extra charge. During the off season, no extra charge should be reported in the amount column and "OS" should be circled.

Another swimming pool example is the case where a yearly pool fee of $50 is paid. The pool is only open for three months a year. During these three months, the extra charge of $50/yr should be reported. During the other nine months, it is considered "out of season"; no extra charge should be reported in the amount column and "OS" should be circled.

Although one-time extra changes are technically "in effect" for the entire tenancy, they should only be reported if paid during the time period that the current rent covers.

2.10.7 QUESTION #20 - EXTRA CHARGES (Continued)

d. Utility charges and surcharges cases - Utility fees should be reported as follows:

(1) If a flat fee or percentage fee is paid to the landlord, report this value with the rent IF it is paid with the rent. If the tenant pays the landlord for it separate from the rent, report it as an extra charge. Avoid adding or subtracting whenever possible. Never report utility charges under BOTH extra charges AND rent.

(2) If the utilities are included in the rent, report the total rent. There are NO EXTRA CHARGES to be reported.

(3) If the utilities for EACH UNIT are billed through the manager or landlord, NO EXTRA CHARGE should be reported. Treat these cases as if the tenant paid these charges directly to the utility company. Extra charges should not be reported for any item where the charge fluctuates based on usage.

e. Food Charges - Report the charge for food as an extra charge, regardless of whether or not it is mandatory. If the charge for food cannot be extracted from the rent (e.g., as in certain senior citizen facilities), report this condition in a "Field Message."

f. Exclude refundable deposits - Any fees that are actually refundable deposits are NOT considered extra charges. This includes deposits on the rent.

2. **Other services or facilities -** The most common extra charges have been listed in part A. If there are any other extra charges, they should be reported in detail in part B. Examples of possible other extra charges include:

(1) Furniture fee
(2) Children fee
(3) Extra occupants fee
(4) Regular maid service fee

These fees must meet all of the conditions that define an extra charge as stated above in #1.

USE OF DATA

Any extra charges reported in this section will be combined BY COMPUTER with the rent and rent reductions to determine the total economic rent for the unit. This economic rent is used in the index and for data analysis.

Since the rent, rent reduction and extra charges are combined BY COMPUTER, it is important for Washington to know if any of the extra charges have been reported both as part of the rent AND as an extra charge. Question #21 serves this purpose.

2.10.8 QUESTION #21 - EXTRA CHARGES CONFIRMATION

21. (IF ANY EXTRA CHARGES ARE REPORTED, ASK FOR EACH EXTRA CHARGE) Is the extra charge for ______ included in the rent amount you gave me?

1 YES
2 NO
SPECIFY ____

OVERVIEW

Rents, rent reductions and extra charges are combined BY COMPUTER to determine the economic rent for the housing unit. If a charge is reported as both an extra charge AND as part of the rent in Questions #17-18, combining the rent and the extra charge will result in a double counting of the charge thereby causing an error. Question #21 is asked so THE COMPUTER can subtract out any extra charges that have been double counted.

PROCEDURES

For every extra charge reported in Question #20, ask this question, verbally inserting the reason for the extra charge in the blank. If the response to the question is "yes" for each of the extra charges reported, circle "1." If the response to the question is "no" for each of the extra charges reported, circle "2." If there are extra charges in each category, circle "1" and explain in the SPECIFY blank provided (64 characters). For example, the pet charge is not included in the rent but the parking charge is included. Circle "yes" and explain, "PETS - NO, PARKING - YES."

USE OF DATA

This information is used by Washington to adjust the computed economic rent so that extra charges are not double counted. All adjustments are done by Computer. DO NOT CHANGE the rents reported in Questions #17 and #18 or the extra charges reported in Question #20 based on the answer to this question.

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2.10.9 QUESTION #22 - ELECTRICITY

Now we want know whether or not the owner provides certain items covered by the rent (or one of the extra charges paid).

22A. Does the owner pay for all or most of the electricity?

1 YES
2 NO
3 NO ELECTRICITY

B. (IF THE RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->C. **Has it changed since the first of last month?**

  1 YES
  2 NO

2 NO

OVERVIEW

In this question and in other questions that follow, we are determining what the renter is receiving in return for the rent and the reported extra charge payments. Any change in who pays the electric bill is important to know and verify.

PROCEDURES

Ask Question A and circle the answer.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation,** if an asterisk (*) appears after the YES, NO, or NO ELECTRICITY, it indicates the response to this question during the previous interview.
>
> If the asterisk (*) is next to the current response OR IF THERE IS NO ASTERISK, skip Questions B and C.
>
> However, if the asterisk (*) is not next to the current response, there MAY have been a recent change in who pays for the electricity. Ask Question B and if the answer is "yes," ask Question C.
>
> DO NOT tell the respondent that the previous response was different. DO NOT assume that the answer to Question B is "yes." Circle the answers to Question B and/or C and go to the next question. Do not make any attempts to reconcile inconsistencies.

2.10.9 QUESTION #22 - ELECTRICITY (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Owner pay** - If the owner provides electricity in return for the rent payment or the payment of one of the extra charges reported in Question #20, consider the utility "owner paid." If payment for electricity is (1) separate, (2) through a third party, or (3) through the owner but NOT reported as part of the rent or an extra charge, the utility is not "owner paid."

2. **All or most** - Often expenses are shared by the tenant and the owner. If 50% or more of the cost of the electricity is paid by the owner in return for the rent or an extra charge reported in Question #20, the owner pays for "all or most" of the electricity.

3. **Electricity** - Electric power supplied to a residence via underground or above ground power lines.

4. **Last Pricing** - The "*" indicates the response at the last pricing.

5. **Has this changed** - Since Questions B and C are asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

6. **In the last year** - Within the last 12 months prior to the interview.

7. **Since the first of last month** - Includes the first day of the previous calendar month through the day of the interview.

USE OF DATA

This question is used to gather information about changes in the arrangements for paying utilities. When a utility is paid for differently, a change in the economic rent occurs. When this happens, utility and quality adjustments are made by Washington.

2.10.10 QUESTION #23 - NATURAL GAS

23A. Does this (apartment/house) have natural gas?

1 YES ->B. Does the owner pay for all or most of it?

1 YES
2 NO

2 NO

C. (IF EITHER RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->D. Has it changed since the first of last month?

1 YES
2 NO

2 NO

OVERVIEW

This question determines if the housing unit has natural gas and who pays for it. Any change in who pays for the natural gas is also verified. We are determining what the renter is receiving in return for the rent and the reported extra charge payments.

PROCEDURES

Ask Question A and circle the answer. If the answer is "yes," ask Question B and circle the answer.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation,** if asterisks (*) appear after the YES or NO answers, they indicate the responses to these questions during the previous interview.
>
> If the asterisks (*) are next to the current responses OR IF THERE ARE NO ASTERISKS, skip Questions C and D.
>
> However, if the asterisks (*) are not next to the current responses, there MAY have been a recent change in whether or not the housing unit has natural gas or who pays for it. Ask Question C and, if the answer is "yes," ask Question D.
>
> DO NOT tell the respondent that the previous responses were different. DO NOT assume that the answer to Question C is "yes." Circle the answers to Questions C and/or D and go to the next question. Make no attempts to reconcile inconsistencies.

2.10.10 QUESTION #23 - NATURAL GAS (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Have** - If natural gas is in or used to provide heat or hot water to the housing unit, the unit has it.

2. **Natural gas** - Utility gas supplied by underground pipeline to individual housing units by a central utility company.

3. **Owner pay** - If the owner provides natural gas in return for the rent payment or the payment of one of the extra charges reported in Question #20, consider the utility "owner paid." If payment for natural gas is (1) separate, (2) through a third party, or (3) through the owner but NOT reported as part of the rent or an extra charge, the utility is not "owner paid."

4. **All or most** - Often expenses are shared by the tenant and the owner. If 50% or more of the cost of the natural gas is paid by the owner in return for the rent or an extra charge reported in Question #20, the owner pays for "all or most" of the natural gas.

5. **Last Pricing** - The "*" indicates the response at the last pricing.

6. **Has this changed** - Since Questions C and D are asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

7. **In the last year** - Within the last 12 months prior to the interview.

8. **Since the first of last month** - Includes the first day of the previous calendar month through the day of the interview.

USE OF DATA

This question is used to gather information about changes in the arrangements for paying utilities. When a utility is paid for differently, a change in the economic rent occurs. When this happens, utility and quality adjustments are made by Washington.

2.10.11 QUESTION #24 - FUEL OIL/KEROSENE

24A. Does this (apartment/house) have fuel oil or kerosene?

1 YES ->B. Does the owner pay for all or most of it?

1 YES
2 NO

2 NO

C. (IF EITHER RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->D. Has it changed since the first of last month?

1 YES
2 NO

2 NO

OVERVIEW

This question determines if the housing unit has fuel oil or kerosene and who pays for it. Any change in who pays for the fuel oil/kerosene is also verified. We are determining what the renter is receiving in return for the rent and the reported extra charge payments.

PROCEDURES

Ask Question A and circle the answer. If the answer is "yes," ask Question B and circle the answer.

For "refusal" and "don't know" responses, follow the guidelines in Appendix C.2. Collect the rest of the schedule if possible.

After initiation, if asterisks (*) appear after the YES or NO answers, they indicate the responses to these questions during the previous interview.

If the asterisks (*) are next to the current responses OR IF THERE ARE NO ASTERISKS, skip Questions C and D.

However, if the asterisks (*) are not next to the current responses, there MAY have been a recent change in whether or not the housing unit has fuel oil/kerosene or who pays for it. Ask Question C and, if the answer is "yes," ask Question D.

DO NOT tell the respondent that the previous responses were different. DO NOT assume that the answer to Question C is "yes." Circle the answers to Questions C and/or D and go to the next question. Make no attempts to reconcile inconsistencies.

2.10.11 QUESTION #24 - FUEL OIL/KEROSENE (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Have** - If fuel oil/kerosene is in or used to provide heat or hot water to the housing unit, the unit has it.

2. **Fuel Oil/Kerosene** - Fuel Oil is No. 1, No. 2, or No. 4 grade fuel oil or residual oil which is burned for space or water heating purposes. Kerosene refers to a distilled product of oil or coal with the generic name "kerosene." Also referred to as "range oil" or "stove oil."

3. **Owner pay** - If the owner provides fuel oil/kerosene in return for the rent payment or the payment of one of the extra charges reported in Question #20, consider the utility "owner paid." If payment for fuel oil/kerosene is (1) separate, (2) through a third party, or (3) through the owner but NOT reported as part of the rent or an extra charge, the utility is not "owner paid."

4. **All or most** - Often expenses are shared by the tenant and the owner. If 50% or more of the cost of the fuel oil/kerosene is paid by the owner in return for the rent or an extra charge reported in Question #20, the owner pays for "all or most" of the fuel oil/kerosene.

5. **Last Pricing** - The "*" indicates the response at the last pricing.

6. **Has this changed** - Since Questions C and D are asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

7. **In the last year** - Within the last 12 months prior to the interview.

8. **Since the first of last month** - Includes the first day of the previous calendar month through the day of the interview.

USE OF DATA

This question is used to gather information about changes in the arrangements for paying utilities. When a utility is paid for differently, a change in the economic rent occurs. When this happens, utility and quality adjustments are made by Washington.

2.10.12 QUESTION #25 - LP GAS, COAL, AND FIREWOOD

25A. Does this (apartment/house) have LP gas (bottled or tank), coal or firewood?

1 YES ->B. Which ones?

1 LP GAS
2 COAL
3 FIREWOOD

C. Does the owner pay for all or most of it?

1 YES
2 NO
(IF MORE THAN ONE FUEL IS USED AND THE OWNER DOES NOT PAY FOR ALL OR NONE)
SPECIFY ______________________

2 NO

D. (IF ANY RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

This question determines if the housing unit has any of these fuels and who pays for them. Any change in who pays for these fuels is also verified. We are determining what the renter is receiving in return for the rent and the reported extra charge payments.

PROCEDURES

Ask Question A and circle the answer. If the answer is "yes," ask Questions B and C. Circle the responses. Question B may have more than one response circled. If the answer to Question C is "yes" for one fuel and "no" for another, circle "yes" and explain in the Specify blank (64 characters).

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation,** if asterisks (*) appear after the answers, they indicate the responses to these questions during the previous interview.
>
> If the asterisks (*) are next to the current responses OR IF THERE ARE NO ASTERISKS, skip Question D.
>
> If an entry was made previously in the SPECIFY blank, it will be preprinted under the line. You must enter (or reenter) any information for this interview.

2.10.12 QUESTION #25 - LP GAS, COAL, AND FIREWOOD (Continued)

However, if the asterisks (*) are not next to the current responses, there MAY have been a recent change in whether or not the housing unit has any of these fuels or who pays for them. Ask Question D.

DO NOT tell the respondent that the previous responses were different. DO NOT assume that the answer to Question D is "yes." Circle the answer to Question D and go to the next question. Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Have** - If any of these fuels are in or used to provide heat or hot water to the housing unit, the unit has it.

2. **LP Gas (Liquified Petroleum Gas)** - Any fuel gas supplied to a residence in liquid form such as propane or butane. It is usually delivered by tank truck and stored near the residence in a tank or cylinder until used. It may also be supplied by pipe.

3. **Coal** - A black or dark-brown combustible mineral substance. Include "coke" as coal.

4. **Firewood** - The hard, fibrous substance of a tree or shrub.

5. **Owner pay** - If the owner provides any of these fuels in return for the rent payment or the payment of one of the extra charges reported in Question #20, consider the utility "owner paid." If payment for any of these fuels is (1) separate, (2) through a third party, or (3) through the owner but NOT reported as part of the rent or an extra charge, the utility is not "owner paid."

6. **All or most** - Often expenses are shared by the tenant and the owner. If 50% or more of the cost of any of these fuels is paid by the owner in return for the rent or an extra charge reported in Question #20, the owner pays for "all or most" of these fuels.

7. **Last Pricing** - The "*" indicates the response at the last pricing.

8. **Has this changed** - Since Question D is asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

9. **In the last year** - Within the last 12 months prior to the interview.

USE OF DATA

This question is used to gather information about changes in the arrangements for paying utilities. When a utility is paid for differently, a change in the economic rent occurs. When this happens, utility and quality adjustments are made by Washington.

2.10.13 QUESTION #26 - WATER AND SEWER/SEPTIC SYSTEM

26A. Does the owner pay for all or most of the cost for water and sewer or septic system?

1 YES
2 WATER ONLY
3 SEWER ONLY
4 NO
5 NO WATER/SEWER

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

This question determines if the housing unit has running water and a sewer or septic system and who pays for it. Any changes in who pays for them is also verified. We are determining what the renter is receiving in return for the rent and the reported extra charge payments.

PROCEDURES

Ask Question A and circle the answer.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation**, if an asterisk (*) appears after the answer, it indicates the response to this question during the previous interview.
>
> If the asterisk (*) is next to the current response OR IF THERE IS NO ASTERISK, skip Question B.
>
> However, if the asterisk (*) is not next to the current response, there MAY have been a recent change in whether or not the housing unit has these services or who pays for them. Ask Question B.
>
> DO NOT tell the respondent that the previous response was different. DO NOT assume that the answer to Question B is "yes." Circle the answer to Question B and go to the next question. Make no attempts to reconcile inconsistencies.

2.10.13 QUESTION #26 - WATER AND SEWER/SEPTIC SYSTEM (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Water** - This means water flowing through pipes into the unit.

2. **Sewer or septic system** - A system for removing waste from a unit via a plumbing system.

3. **No water/sewer** - Unit does not have water that flows through pipes into the unit, nor does it have a system for removing waste via a plumbing system.

4. **Owner pay** - If the owner pays for water and sewer service in return for the rent payment or one of the extra charges reported in Question #20, consider the utility "owner paid." If the owner provides a septic system, consider sewer paid for by the owner. For units where water is piped from a well on the property, consider the water paid for by the owner. If one of these is paid by the owner and the other one is not, circle the appropriate response in Question A. If payment for either of these is (1) separate, (2) through a third party, or (3) through the owner but NOT reported as part of the rent or an extra charge, it is not "owner paid."

5. **All or most** - Often expenses are shared by the tenant and the owner. If 50% or more of the cost is paid by the owner in return for the rent or an extra charge reported in Question #20, the owner pays for "all or most" of the water and sewer or septic system.

6. **Last Pricing** - The "*" indicates the response at the last pricing.

7. **Has this changed** - Since Question C is asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

8. **In the last year** - Within the last 12 months prior to the interview.

USE OF DATA

This question is used to gather information about changes in the arrangements for paying for these services. When they are paid for differently, a change in the economic rent occurs. When this happens, utility and quality adjustments are made by Washington. For Rental Equivalence water and sewer are subtracted out of the rent by the Washington Office.

2.10.14 QUESTION #27 - FACILITIES

27. Does the owner provide a _______ ?

	YES	NO	
A.	**1**	**2**	**Refrigerator**
B.	**1**	**2**	**Stove for cooking**
C.	**1**	**2**	**Dishwasher**
D.	**1**	**2**	**Garbage disposal**
E.	**1**	**2**	**Not coin-operated washer**
F.	**1**	**2**	**Not coin-operated dryer**
G.			**(IF YES) Is the dryer gas or electric?**

1 - GAS
2 - ELECTRIC

OVERVIEW

Each item in the list is considered to be of value to an occupant. While the quality of the items cannot be measured, the availability of the items in general increases the value of the rental unit. The definitions and rules regarding each item in this list are designed so the answer "yes" implies that the unit is better off or more valuable than a comparable unit that is answered "no." Quality adjustments are made based on reported changes on what is provided.

PROCEDURES

Read the question and then read each item in the list, circling "1" for yes and "2" for no, for each item.

If the answer to Question F (not coin-operated dryer) is "yes", ask Question G to determine if the dryer is gas or electric. If the answer to Question F is "no", leave Question G blank.

Items that are broken or temporarily not available for use are coded "yes" or "no" based upon the respondent's opinion. The respondent decides whether or not a broken item is provided or not provided.

If the equipment was (1) provided by the owner, (2) removed at the request of the renter, and (3) the rent remained the same, problems may occur when asking this question. If this situation is BROUGHT TO YOUR ATTENTION, code the item as "provided" and note the situation in a special instruction.

For "refusal" and "don't know" responses, follow the guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.10.14 QUESTION #27 - FACILITIES (Continued)

DEFINITIONS AND TERMINOLOGY

1. **Provide** - For an item to be provided, it must be provided BY THE OWNER either as part of the rental agreement or through payment of an extra charge. Any item provided by the renter or by a third party is considered "not provided."

   Equipment does not have to be used in order to be counted as provided.

2. **Facilities and Services** - Below is a list of definitions of the facilities and services in question. Problems unique to these facilities and services are discussed.

   a. **Refrigerator** - A mechanical unit using a compressor for the cooling fluid. Heat is absorbed from the cold containerized area by the fluid.

   Include those units with or without freezing compartments. Count any refrigerator, regardless of size.

   Do NOT count non-mechanical iceboxes as refrigerators. Freezer units, by themselves, do NOT count as refrigerators.

   b. **Stove for Cooking** - A gas, electric, coal, wood or oil stove that is freestanding or built into a cabinet or counter top. Include all cooking stoves, ranges, ovens, and microwave ovens.

   Do NOT include portable cooking equipment such as hot plates, grills, toaster ovens, crock pots, deep fryers, etc.

   c. **Dishwasher** - A machine, powered electrically, for cleaning dishes, kitchen utensils, etc. May be permanently installed or portable.

   Do NOT include small dishwashers that are powered only by water pressure.

   d. **Garbage Disposal** - A mechanical device installed under and attached to the sink for disposing of food waste via the drainage system.

2.10.14 QUESTION #27 - FACILITIES (Continued)

e. Not Coin-Operated Washer - A machine used for washing clothes that operates without coins or purchased tokens. The equipment may be located in a laundry room or in an all-purpose room (basement, utility room, ...).

For apartments that have a laundry room used by two or more units, code "yes" if their usage is free. If the laundry room has COIN-OPERATED washers, code "no." Coin operated washers are always coded "no."

f. Not Coin-Operated Dryer - Laundry equipment that is used for drying clothes. It does not require any coins or purchased tokens to operate. Equipment may be located in a laundry room or in an all-purpose room (basement, utility room, ...).

For apartments that have a laundry room used by two or more units, code "yes" if the usage of the dryer is free. If the laundry room has COIN-OPERATED dryers, code "no."

g. Gas or Electric - All clothes dryers are either gas or electric. An electrical cord is not a sure sign that the clothes dryer is electric. Gas dryers also have electrical cords. A gas hookup is the best indication that the dryer is gas and not electric. Gas dryers are often found in units that use gas for other purposes, such as heating and cooking.

USE OF DATA

This question is used to gather information about changes in the facilities provided by the owner. If there is a change in what is provided, the economic rent changes. When this happens, quality adjustments are made by Washington.

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2.10.15 QUESTION #28 - FURNITURE

28A. Is there any furniture provided by the owner?

1 YES ->B. Is all or most of the furniture provided?

1 YES
2 NO

2 NO

C. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

When some or most of the furniture in a rental unit is provided by the owner, the unit's rent is usually higher. This question identifies those units that have some or most of their furniture provided.

PROCEDURES

Ask Question A and circle the answer. If the response is "yes," ask Question B and circle the answer.

If furniture was (1) provided by the owner, (2) the renter had it removed, and (3) the rent did not change, different responses may be obtained from different respondents. If this situation is BROUGHT TO YOUR ATTENTION, code the furniture as "provided" and note in special instructions.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation,** if the asterisks (*) appear after the answers, they indicate the responses to these questions during the previous interview.
>
> If the asterisks (*) are next to the current responses OR IF THERE ARE NO ASTERISKS, skip Question C.

2.10.15 QUESTION #28 - FURNITURE (Continued)

However, if the asterisks (*) are not next to the current responses, there MAY have been a recent change in the amount of furniture provided by the owner. Therefore, ask Question C.

DO NOT tell the respondent that the previous responses were different. DO NOT assume that the answer to Question C is "yes." Circle the answer to Questions C and go to the next question. Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Any furniture** - One or more pieces of furniture provided with the rental unit. Furniture is defined to be a moveable article that the respondent considers to be furniture. Drapes, carpeting and lighting fixtures built into the unit are specifically not counted as pieces of furniture

2. **All or most of the furniture** - If 50% or more of the furniture in the unit is provided by the owner, "all or most" of the furniture is provided. Allow each respondent to determine their own definition of "most". The final determining factor is the opinion of the respondent.

3. **Provided by the owner** - For the item to be "provided", (1) the owner MUST provide the item, not an outside source or previous tenant and (2) this item MUST be covered by the rent or by one of the extra charges that have been reported.

4. **Last Pricing** - The "*" indicates the response at the last pricing.

5. **Has this changed** - Since Question C is asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

6. **In the last year** - Within the last 12 months prior to the interview.

7. **Some of the furniture** - When at least one piece of furniture is provided but most of the furniture is NOT provided, the amount considered provided is "some". Remember that the final determining factor is the opinion of the respondent.

USE OF DATA

This information is used to determine if some or most of the furniture in the rental unit is provided by the owner. If changes in the amount of the furniture provided occur, quality adjustments to the rent are made by Washington. Changes in the furniture provided can be used by Washington to explain increases or decreases in the rent.

2.10.16 QUESTION #29 - MAJOR MAINTENANCE

29A. Would major maintenance service be provided if needed?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

This information is used to determine if major maintenance service would be provided by the owner if needed. Code this "yes" even if the tenant feels the service is inadequate.

PROCEDURES

Ask Question A and circle the answer.

If the rental agreement calls for the renter to pay for all repairs under $50 (for example), but the owner pays for the more expensive repairs, code the unit as HAVING major maintenance service provided.

If the rental agreement calls for dividing the major maintenance costs 50/50, code the unit as having major maintenance provided. If the renter must pay more than 50% of the major maintenance costs, code as NOT provided.

If the rental agreement calls for the owner to provide the materials and the renter to provide the labor, code the unit as HAVING major maintenance provided.

If the rental agreement divides the responsibility for different major maintenance items, major maintenance is "provided" if the owner is paying for or providing maintenance for 50% or more of the items. If the renter bears the majority of the responsibilities, code as "not provided".

Major maintenance service is NOT the same as a service contract on an appliance from the manufacturer. If this is the only service provided, code the unit as NOT having major maintenance service.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.10.16 QUESTION #29 - MAJOR MAINTENANCE (Continued)

After initiation, if an asterisk (*) appears after the YES or NO answer, it indicates the response to this question during the previous interview.

If the asterisk (*) is next to the current response OR IF THERE IS NO ASTERISK, skip Question B.

However, if the asterisk is not next to the current response, there MAY have been a recent change in the major maintenance service agreement. Ask Question B.

DO NOT tell the respondent that the previous response was different. DO NOT assume that the answer to Question B is "yes." Circle the answer to Question B and go to the next question. Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Major maintenance service -** Major maintenance is defined as repairs and maintenance to the equipment, fixtures, and structures of the unit. Examples of major maintenance include replacing or fixing the hot water heater, electrical wiring, roof, windows, downspouts, painting and plumbing. A certain amount of NORMAL day-to-day maintenance within the unit is usually provided by the renter. This is not major maintenance.

2. **Provided -** For major maintenance to be provided, it would be provided BY THE OWNER if needed, either as part of the rental agreement or through payment of an extra charge. If major maintenance is provided by the renter or by a third party, it is considered "not provided."

3. **If needed** - Major maintenance service is not always needed during a given month or year. Just because this service was not needed during the month of the interview does not diminish the fact that it was available. This question is asking if major maintenance service would have been provided IF THERE WAS A NEED FOR THE SERVICE.

4. **Last Pricing -** The "*" indicates the response at the last pricing.

5. **Has this changed -** Since Question B is asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

6. **In the last year** - Within the last 12 months prior to the interview.

2.10.16 QUESTION #29 - MAJOR MAINTENANCE (Continued)

USE OF DATA

This information is used to determine if major maintenance service would have been provided by the owner if necessary. Changes in the service part of the rental agreement would have an effect on the economic rent of the unit. Quality adjustments to the rent will be made by Washington based on any changes reported here. Changes in the maintenance service agreement may be useful to Washington to help explain increases or decreases in the rent.

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2.10.17 QUESTION #30 - OFF-STREET PARKING

30A. Is parking provided off of the street?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

This information is used to determine if off-street parking is provided by the owner.

PROCEDURES

Ask Question A and circle the answer.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

> **After initiation,** if an asterisk (*) appears after the YES or NO answer, it indicates the response to this question during the previous interview.
>
> If the asterisk (*) is next to the current response OR IF THERE IS NO ASTERISK, skip Question B.
>
> However, if the asterisk is not next to the current response, there MAY have been a recent change in the parking arrangement. Ask Question B.
>
> DO NOT tell the respondent that the previous response was different. DO NOT assume that the answer to Question B is "yes." Circle the answer to Question B and go to the next question. Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Parking off of the street provided -** An area used for parking automobiles that is available for use by the occupant of the housing unit.

   Include carports, garages, driveways, grassy areas and parking lots. Do NOT include parking on the street or on the shoulder of the road.

2.10.17 QUESTION #30 - OFF-STREET PARKING (Continued)

If the off-street parking available for the occupants use is PHYSICALLY ON THE OWNER'S PROPERTY or is on the property of the apartment complex, code "yes" regardless of

(a) fees paid,
(b) public access,
(c) lack of use (no car), or
(d) insufficient space for all cars,

UNLESS there is a charge for the parking that is NOT paid by the tenant.

If the off-street parking available for the occupants use is NOT physically on the owner's property or is NOT on the property of the apartment complex, code "no" UNLESS:

(1) the parking facility is available to the occupant and not to the general public because the occupant lives at this location,

or

(2) the parking facility is available to the occupant at a cost less than that available to the general public because the occupant lives at this location.

For example, an occupant who parks in a parking garage near the apartment for a fee that is less than that paid by the general public has parking "provided."

2. **Last Pricing** - The "*" indicates the response at the last pricing.

3. **Has this changed** - Since Question B is asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

4. **In the last year** - Within the last 12 months prior to the interview.

USE OF DATA

This information is used to determine if off-street parking is provided by the owner. Changes in providing off-street parking would have an effect on the economic rent of the unit. Quality adjustments to the rent will be made by Washington based on any changes reported here. These changes may be useful to Washington to help explain increases and decreases in the rent.

2.10.18 QUESTION #31 - SWIMMING POOL

31A. Is a swimming pool provided?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

OVERVIEW

This information is used to determine if a swimming pool is provided by the owner.

PROCEDURES

Ask Question A and circle the answer.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

After initiation, if an asterisk (*) appears after the Yes or No answer, it indicates the response to this question during the previous interview.

If the asterisk (*) is next to the current response OR IF THERE IS NO ASTERISK, skip Question B.

However, if the asterisk is not next to the current response, there MAY have been a recent change in the swimming pool arrangement. Ask Question B.

DO NOT tell the respondent that the previous response was different. DO NOT assume that the answer to Question B is "yes." Circle the answer to Question B and go to the next question. Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Swimming Pool provided** - A pool of water used for swimming; especially an artificially created pool or tank, either indoors or outdoors and usually with water-filtering equipment.

   Count both inground and aboveground types, as long as the pool would be regarded as permanent and would not be removed if the occupant/owner moved.

2.10.18 QUESTION #31 - SWIMMING POOL (Continued)

Do NOT count public pools or bodies of water such as lakes, streams, and ponds. Do NOT count wading pools and other small pools that can be easily transported.

If the swimming pool is PHYSICALLY ON THE OWNER'S PROPERTY or on the property of the apartment complex, code "yes" regardless of

(1) fees paid,
(2) public access, or
(3) lack of use (occupant does not swim),

UNLESS there is a fee for using the pool that is not paid by the tenants.

If the swimming pool is NOT PHYSICALLY ON THE OWNER'S PROPERTY or on the property of the apartment complex, code "no" UNLESS:

(1) The pool is available to the occupant and not available to the general public because the occupant lives at this location,

or

(2) The pool is available to the occupant at a cost less than that available to the general public because the occupant lives at this location.

Pools that are closed during the off-season are counted as "provided."

2. **Last Pricing** - The "*" indicates the response at the last pricing.

3. **Has this changed** - Since Question B is asked only if the current response differs from the previous response, obviously the current response is different. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

4. **In the last year** - Within the last 12 months prior to the interview.

USE OF DATA

This information is used to determine if a swimming pool is provided by the owner. Changes in providing a swimming pool would have an effect on the economic rent of the unit. Quality adjustments to the rent will be made by Washington based on any changes reported here. Changes may be useful to Washington to help explain increases and decreases in the rent.

2.10.19 QUESTION #32 - OTHER RECREATIONAL FACILITIES

32. Are there any other recreational facilities provided?

1 YES, specify ____________________
2 NO

OVERVIEW

This information is used to determine if any recreational facilities, other than a swimming pool, are provided by the owner.

PROCEDURES

Ask the question and circle the answer. If "yes," specify what recreational facility is provided in the SPECIFY blank (64 characters).

After initiation, the previously entered SPECIFY will be printed below the line. You must enter (or reenter) any information in the blank for this interview.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Complete the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

Other Recreational Facilities - Facilities used for recreation or entertainment, other than a swimming pool. The service must be provided on a regular basis (seasonal qualifies). Equipment must be fixed, attached, or otherwise intended to function on a continual basis for more than a year without regard to unforeseeable conditions. Facilities may or may not be in the same building as the occupied housing unit.

Examples of facilities that could qualify include: tennis courts, clubhouses, saunas, game rooms, weight training rooms, tot lots, basketball courts, picnic tables, improved jogging trails or equipment for other activities.

Open areas with no permanent recreational facilities on them are NOT counted. Additional equipment, such as a picnic table, a baseball backstop, or goal posts would qualify the area as a recreational facility.

A basketball hoop attached above the garage would NOT count unless the area were set aside for continual use. A lake would NOT count unless the occupant has a private beach or if access to the lake is limited only to residents of the community. Porches are part of the building and are NOT by themselves considered to be recreational facilities.

2.10.19 QUESTION #32 - OTHER RECREATIONAL FACILITIES (Continued)

Using the same standards as off-street parking and swimming pool, "other recreational facilities" is coded "yes" if it is ON THE PROPERTY OF THE OWNER or of the apartment complex regardless of

(1) fees paid,
(2) public access, or
(3) lack of use,

UNLESS there is a fee for using the facilities that is not paid by the tenants.

If the facility is NOT ON THE PROPERTY OF THE OWNER or of the apartment complex, code "no" UNLESS:

(1) the facility is available to the occupant and not to the general public because the occupant lives at this location,

or

(2) the facility is available to the occupant at a cost less than that available to the general public because the occupant lives at this location.

Since it is impossible to enumerate all possible examples, base any decisions on the definitions above and report the action taken in a field message. You should note the type of facility in the SPECIFY blank (64 characters). This information will return with the schedule.

USE OF DATA

This information is used to determine if other recreational facilities are provided by the owner. Changes in providing other recreational facilities would have an effect on the economic rent of the unit. Quality adjustments to the rent will be made by Washington based on any changes reported here. Changes may be useful to Washington to help explain increases and decreases in the rent.

2.10.20 QUESTION #33 - RENT CONTROL/RENT STABILIZATION

33A. Is this (apartment/house) subject to any government programs that limit the rent that the owner can charge such as rent control or rent stabilization? (THIS IS NOT THE SAME AS SECTION 8 HOUSING.)

1 YES ->**B. Is the program called rent control, rent stabilization, or something else?**

1 RENT CONTROL
2 RENT STABILIZATION
3 OTHER, SPECIFY ______________
____

2 NO ->**C. Was the (apartment/house) under any program of this type in the past year?**

1 YES
2 NO

OVERVIEW

The CPI housing data in 1984 indicated that approximately 8% of all rental units were under some form of rent control.

This question appears only on the schedules for PSU's designated as rent control PSU's.

If rent control is in effect in your PSU and your schedules do not have Question #33, please send an SO-608A to Washington. The SO-608A should include the name(s) of all jurisdictions that have rent control and information on how it is applied.

PROCEDURES

Ask Question A. If the answer is "yes," ask Question B. If the program is called something other than rent control or rent stabilization, specify the name in the blank provided (64 characters). If the answer to Question A is "no," ask Question C.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

After initiation, the previously entered SPECIFY will be printed below the line. You must enter (or reenter) any information in the blank for this interview.

2.10.20 QUESTION #33 - RENT CONTROL/RENT STABILIZATION (Continued)

DEFINITIONS AND TERMINOLOGY

1. **To your knowledge** - FOR THIS QUESTION ONLY, an answer of "don't know" is the equivalent to answering "no."

2. **Rent control** - Housing units that have governmental restrictions on the legally permissable level of rent increase.

   Never assume that a unit is or isn't under rent control. Laws vary from city to city, within areas of the same city, and depending upon the number of units that the landlord owns.

   Section 8 housing is NOT classified as rent control. Unless there is a rent control rule also covering a Section 8 housing unit, code Section 8 housing as "no."

3. **Rent Stabilization** - Housing units that have state or local government restrictions on the legally permissable level of rent increase that are SPECIFICALLY designated as "rent stabilized" as opposed to "rent controlled."

   The difference in the words "stabilized" and "controlled" is very important for certain areas in our survey. New York City is a primary user of the term "rent stabilized," but other areas of the country also use this term.

4. **In the past year** - Within the last twelve months.

USE OF DATA

Government control of rent increases has a direct impact on the rent values recorded and used in our survey. These governmental restrictions help Washington explain the differences in rent increases in different areas of the country.

Knowing when a change in the governmental control of rent increases occurs is also very important. Sudden increases after controls are lifted and smaller increases when controls are implemented are explainable only by knowing this information.

2.10.21 QUESTION #34 - AIR CONDITIONING EQUIPMENT - RENTERS

34A. (USE FLASH CARD A) Which of the following best describes the main air conditioning equipment used in this (apartment/house)?

1 EVAPORATIVE COOLER (SWAMP COOLER)	4 ONE WINDOW OR WALL UNIT
2 CENTRAL - ELECTRIC	5 TWO OR MORE WINDOW OR WALL UNITS
3 CENTRAL - GAS	6 NONE (SKIP 34B)

B. Does the owner provide this equipment?

1 YES
2 NO

C. (IF ANY OF THESE RESPONSES HAVE CHANGED SINCE THE LAST PRICING, ASK) Has the type of equipment or who provides it changed in the last year?

1 YES ->**D. Has it changed since the first of last month?**

  1 YES
  2 NO

2 NO

PROCEDURES

Ask Question A, then read the list of possible responses to the question. During personal visits, use the flash card. Do not skip any of the items on the list.

If the respondent indicates that two or more types of air conditioning equipment are used, restate the question, "Which is the MAIN air conditioning equipment used?" Circle only one response as the main air conditioning equipment. If two or more types of air conditioning equipment are used equally, or if the respondent does not know which is used the most, circle the one that is highest on the list.

Ask Question B to determine if the owner provides the main air conditioning equipment.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

2.10.21 QUESTION #34 - AIR CONDITIONING EQUIPMENT - RENTERS (Continued)

After initiation, if asterisks (*) appear after any of the possible answers to Questions A and B, they indicate the responses to these questions during the previous interview.

If the asterisks (*) are next to the current responses OR IF THERE ARE NO ASTERISKS, skip Questions C and D.

However, if the asterisks are not next to the current responses, there MAY have been a recent change in the main air conditioning equipment or who provides it. Ask Question C and if the answer is "yes," ask Question D.

DO NOT tell the respondent that the previous responses were different. DO NOT assume that the answer to Question C is "yes." Make no attempts to reconcile inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **Main -** The equipment that is used the most. In most units, there is only one air conditioning system. If, however, there is more than one system, the system used the most is the main air conditioning system. The determination of "most" is to be left to the opinion of the respondent.

2. **Air Conditioning Equipment** - Cooling of air by a refrigeration unit. Types of equipment include room units in windows or built into walls and central units that distribute refrigerated air to a number of rooms. Heat pumps used for cooling also qualify.

   Do NOT include fans or blowers.

   Air conditioning equipment that is made available during the "summer season" is considered to be in the unit year-round. This includes units that have access to air conditioning OR heating but not both. This also includes units where the air conditioning window unit is removed in the Fall to reduce drafts but is replaced in the Spring.

3. **Evaporative Cooler** - (Swamp Cooler) - Cooling units that moisten and cool the air by saturating it with water vapor. Commonly found in the Southwestern United States. They are not REFRIGERATED air conditioning units because they do not have compressors. Because they use significantly less fuel, it is necessary to identify any housing units cooled by these evaporative systems.

2.10.21 QUESTION #34 - AIR CONDITIONING EQUIPMENT - RENTERS (Continued)

4. **Central Air -** A cooling system in a structure or floor of a structure that uses one source, with distribution of air by ducts or pipes. The system runs on either GAS or ELECTRICITY.

5. **Window or Wall Units -** Any air conditioning unit, built into a wall or placed in a window, that provides refrigerated air for that room only. Windows or wall units that cannot be used in the winter are still to be counted. The main difference between a window unit and a wall unit is that a wall unit has a built in location, specifically for the unit. Otherwise, window and wall units are the same.

6. **Last Pricing -** The "*" indicates the response at the last pricing.

7. **Has this changed** - Since Questions C and D are asked only if the current response differs from the previous response, obviously the current response is DIFFERENT. However, this does not mean that a CHANGE has occurred. Asking the respondent if a change has occurred is our way of verifying that it is a change and not just an error in the records or a misunderstanding of terms used.

8. **In the last year -** Within the last 12 months prior to the interview.

9. **Since the first of last month** - Includes the first day of the previous calendar month through the day of the interview.

USE OF DATA

This question is used in computing utility and quality adjustments to the CPI.

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2.11 SECTION F - COMPLETE FOR ALL OCCUPIED UNITS AT INITIATION AND REINITIATION

This section is to be completed for all units at initiation and reinitiation. These questions cover such areas as utility usage, a physical description of the unit, and some information about the occupants themselves.

PURPOSE OF SECTION

The purpose of this section is to gather information about the unit and the occupants within. The information obtained in this section is less likely to change over a short period of time, so we ask these questions only at initiation and reinitiation.

If while repricing a unit you are told that an answer in Section F has changed, such as an addition being built on or a change in heating fuel, ask all of Section F again. You do not have to change your answer to the checklist after Question #5 in Section B.

2.11.1 QUESTION #35 - HEATING EQUIPMENT

35. (USE FLASH CARD B) Which of the following best describes the main heating equipment used in this (apartment/house)?

1 CENTRAL HEAT
2 ROOM HEATERS
3 NO HEAT

PROCEDURES

Ask Question 35, then read the list of possible responses to the question.

If the respondent indicated that two or more types of heating equipment are used in the unit, restate the question, "Which is the MAIN heating equipment?" Circle only one response as the main heating equipment. If two or more types of equipment are used equally, circle answer #1. Similarly, if the equipment seems to qualify in more than one category, circle answer #1.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Main heating equipment** - The equipment that, in the respondent's opinion, is used the most. Only one type of heating equipment can be considered main. If two or more types of equipment are considered by the respondent to be equally used, circle the equipment that is highest on the list.

2. **Used in this (apartment/house)** - Possession of the heating equipment within the unit, attached to the unit or otherwise available for use when needed. Equipment does not have to be in use or available for immediate use to qualify. This avoids problems during summer months when heating equipment is not in use.

2.11.1 QUESTION #35 - HEATING EQUIPMENT (Continued)

3. Central Heat - Central heat is provided by a central, single unit, such as a furnace, boiler, or heat pump, which delivers either forced air, steam or hot water throughout most of the residence through ducts and pipes. Steam or hot water are usually delivered to conventional radiators, baseboard radiators, heating pipes embedded in the walls or ceilings, or heating coils or equipment which are part of a combined heating/ventilating or heating/air conditioning system. This category also includes radiant heating through hot water pipes inlaid in a concrete slab floor. Built-in electrical units which are permanently installed in the floors, walls, ceilings, or baseboards and are part of the electrical installation of the building are also included.

4. Room Heaters

Circle response "2" for the following kinds of heating equipment.

Room heaters are circulating heaters, convectors, radiant gas heaters, or space-heaters all of which may or may not be connected to a flue, vent, or chimney. Heating stoves fireplaces (including mobile home fireplaces) and all portable heaters are room heaters. Also in this category are floor furnaces which are located below the floor and deliver heated air to the room immediately above or, if under a partition, to the room on each side; wall furnaces which are installed in a partition or in an outside wall and deliver heated air to the rooms on one or both sides of the wall; and pipeless furnaces which are installed in basements and deliver heated air through a large register in the floor of the room or hallway immediately above. Built-in electrical units which are permanently installed in the floors, walls, ceilings, or baseboards and are part of the electrical installation of the building also belong in this category.

USE OF DATA

This question is used in computing utility and quality adjustments to the CPI.

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2.11.2 QUESTION #36 - HEATING, COOKING AND HOT WATER FUELS

36. (USE FLASHCARD C) Which of these fuels is the main fuel used for:

A. Heating?	**B. Cooking?**	**C. Hot water?**	
1	1	1	ELECTRICITY
2	2	2	NATURAL GAS
3	3	3	LP GAS
4	4	4	FUEL OIL/ KEROSENE
5	5	5	COAL
6	6	6	FIREWOOD/ CHARCOAL
7	7	7	SOLAR
8	8	8	OTHER,SPECIFY
Specify ______________________			
9	9	9	NONE

PROCEDURES

Ask the first question, then read the list of possible responses to the question. During personal visits, use the flash card.

If the respondent indicates that two or more types of fuels are used for the same purpose, restate the question, "Which is the MAIN fuel?" Circle only one response as the main heating fuel. If two or more fuels are used equally, or if the respondent does not know which is used the most, circle the one that is highest on the list. If some other fuel is used, mark OTHER, SPECIFY and then explain (64 characters).

Ask the same question for (B) cooking and (C) hot water, following the same instructions as given above for (A) heating fuel.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Main Fuel** - The fuel that, in the respondent's opinion, is used the most. In the majority of the cases, the main fuel will be the fuel used to power the main heating equipment system (Question #13 or #35). If a system uses more than one type of fuel, the fuel used the most is the main fuel. If a respondent cannot choose between the two, circle the one that is highest on the list. THERE CAN BE ONLY ONE MAIN FUEL.

2.11.2 QUESTION #36 - HEATING, COOKING AND HOT WATER FUELS (Continued)

2. Types of Fuels

a. Electricity - Metered electric power supplied by a central utility to a residence via underground or aboveground power lines. It does not refer to electricity generated on site for the exclusive use of the residence. In this case, the fuel used for the generator should be indicated.

b. Natural Gas - Utility gas supplied by underground pipelines to individual housing units by a central utility company. It does not refer to privately owned gas wells operated by the household. Report this case under OTHER, SPECIFY.

c. LP Gas (Liquified Petroleum Gas) - Any fuel gas supplied to a residence in liquid form such as propane or butane. It is usually delivered by tank truck and stored near the residence in a tank or cylinder until used.

d. Fuel Oil/Kerosene - Fuel oil is No. 1, No. 2, or No. 4 grade fuel oil or residual oil which is burned for space or water heating purposes. Kerosene refers to a distilled product of oil or coal with the generic name "Kerosene." Also referred to as "range oil" or "stove oil."

e. Coal - A black or dark-brown combustible mineral substance. Include "coke" as coal.

f. Firewood/Charcoal - The hard, fibrous substance of a tree. Note that charcoal is a by-product of wood and is not the same as coal.

g. Solar - Active or passive collection of the energy of the sun's rays to generate heat. Solar is used as a heating source through active or passive solar collection systems. Do NOT count the normal heating effect of the sun as solar energy. (From that point of view, everyone uses solar energy.)

h. Other, specify - Fuels in this category include geothermal, wind, and water. Wind and water used to generate electricity on site are in this category and not in the "electricity" category.

USE OF DATA

Responses to the heating, cooking and hot water fuels question are important to our survey since they are used to compute utility adjustments to rent and rental equivalency information. Any changes in the type of fuel used, or their frequency of use, are therefore equally important.

2.11.3 QUESTION #37 - NUMBER OF BEDROOMS

37. How many bedrooms are there in this (apartment/house?)

__________ (Maximum of one space)

PROCEDURES

Enter the number of bedrooms in the unit. If there are nine or more bedrooms, enter nine (9). If there are no bedrooms, such as in the case of a one room efficiency apartment, enter zero (0).

For "refusal" and "don't know" responses, follow the guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

Bedrooms - For this survey, a bedroom is a finished room specifically designed by the owner to be used for sleeping. A bedroom does NOT have to be used for sleeping in order to qualify as a bedroom. For example, a bedroom that is being used as an office should be counted as a bedroom.

Do NOT count as a bedroom any room that was designed for another purpose but is being used as a bedroom. For example, a den being used as a bedroom is still a den and should not be counted as a bedroom.

Do NOT count as a bedroom any dens, living rooms, or other rooms that can be converted at night for sleeping.

Do NOT count any bedroom that the renter is denied access to or use of by the owner.

A one-room efficiency apartment does not have a bedroom.

USE OF DATA

The number of bedrooms in a housing unit is a measure of size and is used as a primary descriptive characteristic.

2.11.4 QUESTION #38 - NUMBER OF BATHROOMS

38A. How many full bathrooms (TOILET, SINK, AND (TUB OR SHOWER)) are there in this (apartment/house)?

________ (Maximum of one space)

B. How many half bathrooms (ANY TWO OF TOILET, SINK, AND (TUB OR SHOWER)) are there?

________ (Maximum of one space)

PROCEDURES

Ask Questions A and B. Record the responses in the blanks provided. If there are more than nine full or half baths, record nine (9). If the only bathroom facilities do not meet the definition of a full or half bath, code zero (0). (For example, if there is only a flush toilet in a room.)

The items in the parenthesis in these questions are there for those times when the respondent asks for a definition of full or half-bathrooms.

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

If a bathroom is shared by the occupants of more than one housing unit, the bathroom is included with the unit from which it is most easily reached.

DEFINITIONS AND TERMINOLOGY

1. **Full Bathroom -** A full bathroom has (1) a flush toilet, (2) a bathtub or shower, and (3) a sink or wash basin with running water. Bathrooms that contain all of the above items, whether separated by a partition or door, are to be considered a full bathroom.
2. **Half Bathroom -** A half bathroom has any two of these three items; (1) a flush toilet, (2) a bathtub or shower, and (3) a sink or wash basin with running water.

USE OF DATA

The number of full and half bathrooms is also an important measurement of the size of the house and is used for making adjustments to the index and for research purposes.

2.11.5 QUESTION #39 - NUMBER OF OTHER ROOMS

39. Excluding bedrooms, bathrooms, and any unfinished rooms, how many other rooms are there?

_______ (Maximum of one space)

PROCEDURES

Enter the number of other rooms in the unit. If there are nine or more other rooms, enter nine (9).

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

1. **Rooms** - Include whole rooms such as living rooms, dining rooms, kitchens, lodger's rooms, finished basements or attic rooms, recreation rooms, and permanently enclosed sun porches. Rooms used for offices by a person living in the unit are also included in this survey. Rooms are counted even if they are not used.

   Do NOT include bedrooms, bathrooms, unfinished attics or basements, halls, foyers or vestibules, balconies, closets, alcoves, pantries, strip or pullman kitchens, laundry or furnace rooms, open porches, and unfinished spaces used for storage.

   A partially divided room, such as a dinette next to a kitchen or living room, is a separate room ONLY if there is a PERMANENT PARTITION FROM FLOOR TO CEILING BETWEEN THE TWO AREAS. L-shaped rooms and "great" rooms are therefore counted as one room unless they have permanent partitions from floor to ceiling dividing the room into parts.

   If a room is used by occupants of more than one unit, the room is included with the unit from which it is most easily reached.

   Do NOT count any rooms that the renter is denied access to or use of by the owner. Do count rooms REGARDLESS of their year-round usability.

2. **Bathrooms** - For the purpose of THIS QUESTION ONLY, any room that could be qualified as a full or partial bathroom is to be excluded from the count of other rooms. While some rooms, such as a small room with only a wash basin, do not meet the definition of a bathroom, they are also to be excluded from the count of other rooms.

   If a bathroom is used by occupants of more than one unit, the bathroom is included with the unit from which it is most easily reached.

USE OF DATA

The number of other rooms is an important measurement of the size of the house and is used in utility and quality adjustments to the CPI.

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2.11.6 QUESTION #40 - CHANGE IN NUMBER OF ROOMS

40. To your knowledge, has the total number of rooms or bathrooms changed in the last year?

1 YES, EXPLAIN ______________________

____

2 NO

PROCEDURES

Ask the question and circle the answer. If the response is "yes," ask for an explanation of the change and record it in the blank provided (64 characters). Do not attempt to reconcile any inconsistencies.

DEFINITIONS AND TERMINOLOGY

1. **To your knowledge** - All of the questions on this questionnaire are asking for answers BASED ON THE RESPONDENT'S KNOWLEDGE. This question specifically states "to your knowledge" to avoid problems that new occupants may have answering this question.

2. **Total number of rooms or bathrooms** - The question is asking if any specific major structural changes have occurred in the last year.

3. **Explain** - If the respondent answers that the number of rooms or bathrooms have changed in the last year, a brief explanation of the change is wanted. Responses of the following types are typical.

   a. "Remodeled"
   b. "Added a bathroom"
   c. "Knocked out a wall - 2 rooms are now 1"
   d. "Finished the basement"

USE OF DATA

This question is used to confirm actual changes in the total number of rooms or bathrooms. If the number of rooms or bathrooms (Question #37 and #38) are different than the numbers reported during the previous interview and the change is confirmed in this question, Washington will treat this unit differently from other units when compiling the CPI.

Confirmation of these changes is necessary because these numbers will occasionally change between interviews when no actual changes have occurred. This is due to different interpretations by the respondents of the definitions for rooms and bathrooms.

2.11.7 QUESTION #41 - NUMBER OF OCCUPANTS

41. How many people live in this (apartment/ house)?

________ (Maximum of one space)

PROCEDURES

Ask the question and record the response. If there are nine (9) or more persons living in the unit, code nine (9).

For "refusal" and "don't know" responses, follow the policy guidelines in Appendix C.2. Collect the rest of the schedule if possible.

DEFINITIONS AND TERMINOLOGY

Live in this housing unit - A person is considered to be living in a housing unit even if he is not present at the time of the survey. Live-in servants or other employees, lodgers, and members of the household temporarily away from the unit on business or vacation are included in the count.

Do NOT count any people who would normally consider this their (legal) address but who are LIVING away on business, in the armed forces, or attending school (such as boarding school or college).

Do NOT count overnight lodgers, guests and visitors. Do NOT count day employees who live elsewhere.

USE OF DATA

This information is used for utility adjustments and for compiling statistical data for reports.

2.11.8 QUESTION #42 - INCOME

42. (USE FLASH CARD D) Which group letter best describes the total combined yearly income of all the people living in this (apartment/house)?

A $ 0 - $ 4999
B $ 5000 - $ 9999
C $10000 - $14999
D $15000 - $19999
E $20000 - $24999
F $25000 - $29999
G $30000 - $39999
H $40000 - $49999
I $50000 - $74999
J $75000 AND ABOVE
K

PROCEDURES

Read the question and circle the appropriate answer. During personal visits, use the flash card. When the flash card is not used, you will have to read out each income category. However, do not mention "Refusal" as an option.

If the respondent refuses to give the information, circle "K". This is considered a valid response to the question. Do not treat this as a refusal when determining the interview code of a unit. Note that if a respondent does not know the total income and REFUSES to ask someone who does, the answer is also a refusal.

If the respondent really does not know the income of the unit and is not just refusing, leave the question unanswered and treat it as a "don't know." Follow the policy guidelines in Appendix C.2.

DEFINITIONS AND TERMINOLOGY

1. **Income** - Include as income any of the following:
    - wages
    - salary
    - piece rate payments
    - commissions
    - tips
    - cash bonuses
    - Armed Forces pay
    - net self-employment pay (gross receipts minus operating expenses)
    - pensions
    - survivor's benefits
    - disability insurance
    - money income from estates and trusts, dividends, interest, and net rental income (or loss)
    - net royalties
    - public assistance
    - unemployment insurance benefits
    - Government training programs
    - periodic receipts from insurance policies or annuities
    - alimony or child support
    - gambling gains
    - non-service scholarships and fellowships

2.11.8 QUESTION #42 - INCOME (Continued)

Exclude from income the following:

- value of income "in kind" i.e., food stamps, housing subsidies, food produced and consumed in the home
- money received from the sale of property (unless in the business of selling property)
- borrowed money
- tax refunds
- withdrawal of bank deposits
- accrued interest on uncashed savings bonds
- gifts
- lump-sum insurance payments
- inheritance
- insurance reimbursements for hospital or other medical care

2. **Combined** - The income of all the occupants living in the housing unit should be included in the total. When unrelated individuals are living in the same housing unit, their incomes are to be combined to arrive at the total.

3. **Yearly** - The income level is for the most recent 12 month period prior to the interview. If the respondent should ask, give them this definition.

USE OF DATA

This information is used in determining the utility adjustments to the economic rent. It is also used by Washington to insure that the sample is representative of the population. The CPI Housing Survey must cover the entire range of housing units in order to truly represent housing costs. Checking to be sure that all income levels are proportionally represented in the sample also insures that all quality levels of housing are represented.

2.12 SECTION G - COMPLETE FOR ALL OCCUPIED UNITS

This section will be assigned to units only if Washington has insufficient data concerning their age. For splits and merges, complete Section G only if Question 43 appears on the original machine generated schedule(s) from Washington.

Washington needs to establish the year built, or at least the decade built. These questions will be provide Washington with more detailed information to analyze aging bias factors. Washington now factors the aging of the nation's housing stock into the CPI. Once the information is obtained, it will not be asked for again.

2.12.1 QUESTION #43A - AGE OF STRUCTURE

43A. Do you know the year that this (apartment/house) was built?

If YES, ENTER YEAR --> __ __ __ __
If NO --> B. Do you know the decade? (IF UNKNOWN, ASK FOR BEST ESTIMATE)

1 1990-1999
2 1980-1989
3 1970-1979
4 1960-1969
5 1950-1959
6 1940-1949
7 1930-1939
8 1920-1929
9 1910-1919
10 1900-1909
11 BEFORE 1900
12 DON'T KNOW

PROCEDURES

Ask Question #43A, if the answer is "yes", then obtain and enter the year built. (see Section 2.6.3)

An estimate for the year built is preferred over just the decade built. If the respondent cannot choose between two or more consecutive years, record the most recent year.

If respondents within a complex give different answers, report each response as given. Some apartment complexes and housing developments were built in stages, and units within these developments may vary in age. Don't assume that they are all the same age.

If the answer to Question #43A is "no", then ask #43B. Probe, if necessary, for the decade built. Circle the numeric code representing the correct answer. An estimate of the decade built is acceptable. If the tenant will not give an estimate of the decade built, it may be obtained from the manager or landlord.

If the respondent cannot choose between two or more consecutive decades, record the most recent decade.

If the year built is unknown, you may put an "X" in the left most blank in #43A or leave 43A blank (and ask #43B). An "X" in #43A and a "don't know" response for #43B are each considered valid responses when determining the response code for the schedule. However, schedules with no year built or decade built will come back as **"REPRICE-COMPLETE SECTION G" or "REINITIATE-COMPLETE SECTION G."**

4.0 AREA SEGMENTING - TABLE OF CONTENTS

This Chapter provides information about completing the segmenting process and the sample selection process for the Housing Survey. The Chapter covers materials needed, segmenting procedures, and unit sampling procedures.

Unit	Title	Page
4.1	**Segmenting Materials**	**4 - 2**
4.1.1	Listing Schedule Review Prior To Segmenting	4 - 4
4.1.2	Segmenting Procedures Column (7)	4 - 6
4.1.3	Segmenting Procedures Column (8)	4 - 8
4.2	**Sample Selection Procedures Column's (9) & (10)**	**4 - 10**
4.3	**BLS 222S-Transcription of Segment ID. Information**	**4 - 12**

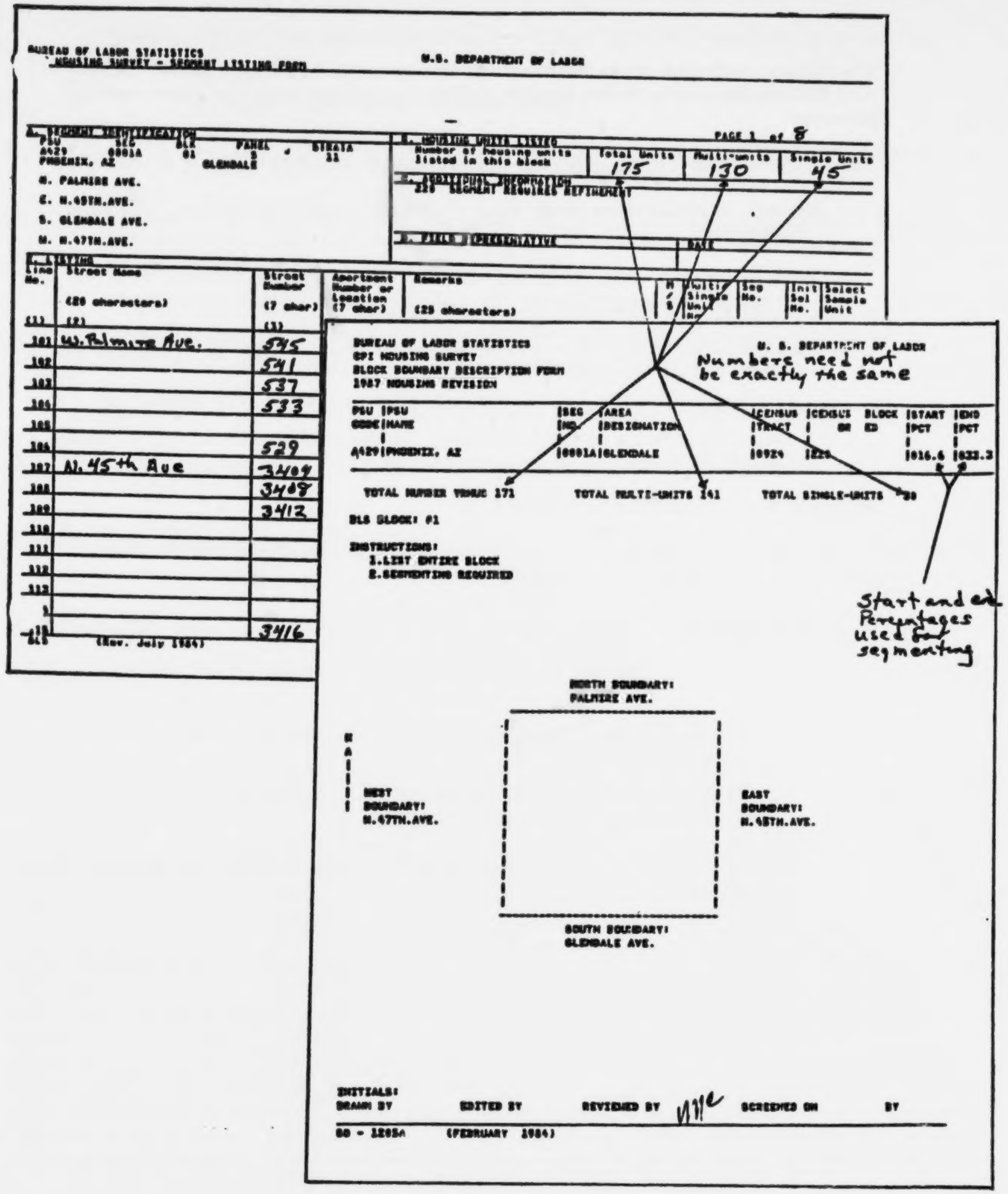
4-1 SEGMENTING MATERIALS

Area Segmenting - The subsampling of an area to try to obtain a representative number of owner and renter housing units to be included in the CPI Housing Survey. This segmenting is done after the initial listing survey to minimize the number of trips to the area and to keep the total number of screening interviews at a minimum.

The materials necessary for segmenting are:

1. Completed BLS 222L Listing forms
2. Completed SO-1205A Sketch maps
3. Calculator - (optional)

Exhibit 4.1



BUREAU OF LABOR STATISTICS
HOUSING SURVEY - SEGMENT LISTING FORM
U.S. DEPARTMENT OF LABOR

A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA
A429	0001A	01	5	11

PHOENIX, AZ GLENDALE

N. PALMIRE AVE.
E. N.45TH.AVE.
S. GLENDALE AVE.
W. N.47TH.AVE.

B. HOUSING UNITS LISTED PAGE 1 of 8

Number of housing units listed in this block	Total Units	Multi-units	Single Units
	175	130	45

C. ADDITIONAL INFORMATION
220 SEGMENT REQUIRES REFINEMENT

D. FIELD REPRESENTATIVE DATE

E. LISTING

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char)	Remarks (25 characters)	M / S	Multi Single Unit No.	Seg No.	Init Sel No.	Select Sample Unit
101	W. Palmire Ave.	545							
102		541							
103		537							
104		533							
105									
106		529							
107	N. 45th Ave	3404							
108		3408							
109		3412							
110									
111									
112									
113									
1									
11		3416							

BLS (Rev. July 1984)

BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY
BLOCK BOUNDARY DESCRIPTION FORM
1987 HOUSING REVISION
U. S. DEPARTMENT OF LABOR

Numbers need not be exactly the same

PSU CODE	PSU NAME	SEG NO.	AREA DESIGNATION	CENSUS TRACT	CENSUS BG	BLOCK ED	START PCT	END PCT
A429	PHOENIX, AZ	0001A	GLENDALE	0924	[illegible]		016.6	033.3

TOTAL NUMBER THHUS 171 TOTAL MULTI-UNITS 141 TOTAL SINGLE-UNITS 30

Start and end Percentages used for segmenting

BLS BLOCK: #1

INSTRUCTIONS:
1.LIST ENTIRE BLOCK
2.SEGMENTING REQUIRED

NORTH BOUNDARY:
PALMIRE AVE.

WEST BOUNDARY:
N.47TH.AVE.

EAST BOUNDARY:
N.45TH.AVE.

SOUTH BOUNDARY:
GLENDALE AVE.

INITIALS:
DRAWN BY EDITED BY REVIEWED BY BY SCREENED ON BY

SO - 1205A (FEBRUARY 1984)

4.1.1 LISTING SCHEDULE REVIEW

The following instructions outline the procedures for segment listing schedule review. The sampling frame for the Housing Survey consists of all housing units enumerated in the segment listing survey.

The completed segment listing schedules, for each segment, should be organized as follows:

1. Segments consisting of one census block and one BLS block should be arranged in page number order.
2. Segments consisting of several census blocks each containing one BLS block should be arranged in census block number order and page number order within each block.
3. Segments consisting of one Census block containing more than one BLS block should be arranged in BLS block number order and page number within block.

NOTE: *The census block number is printed in the top left corner of the Additional Information Section (C) of the Listing Form, BLS 222L. The BLS block number is printed in the Segment Identification Section (A) of the Listing Form, BLS 222L under BLK.*

Review of Segment Listing Forms - BLS 222L

The completed forms must be reviewed for reasonableness and adherance to manual instructions and special instructions, prior to segmenting.

1. For all segments verify that:
    a. The segment was listed in a clockwise direction or as directed in special instructions.
    b. The units in a multi-unit structure are properly identified so they can be found if selected for the survey.
    c. The street numbers appear to follow in order, e.g., odd and even number structures are not usually on the same side of the street.
2. In segments consisting of one or more complete blocks, verify that there is an entry for all boundaries of the block or blocks.

4.1.1 LISTING SCHEDULE REVIEW - (Continued)

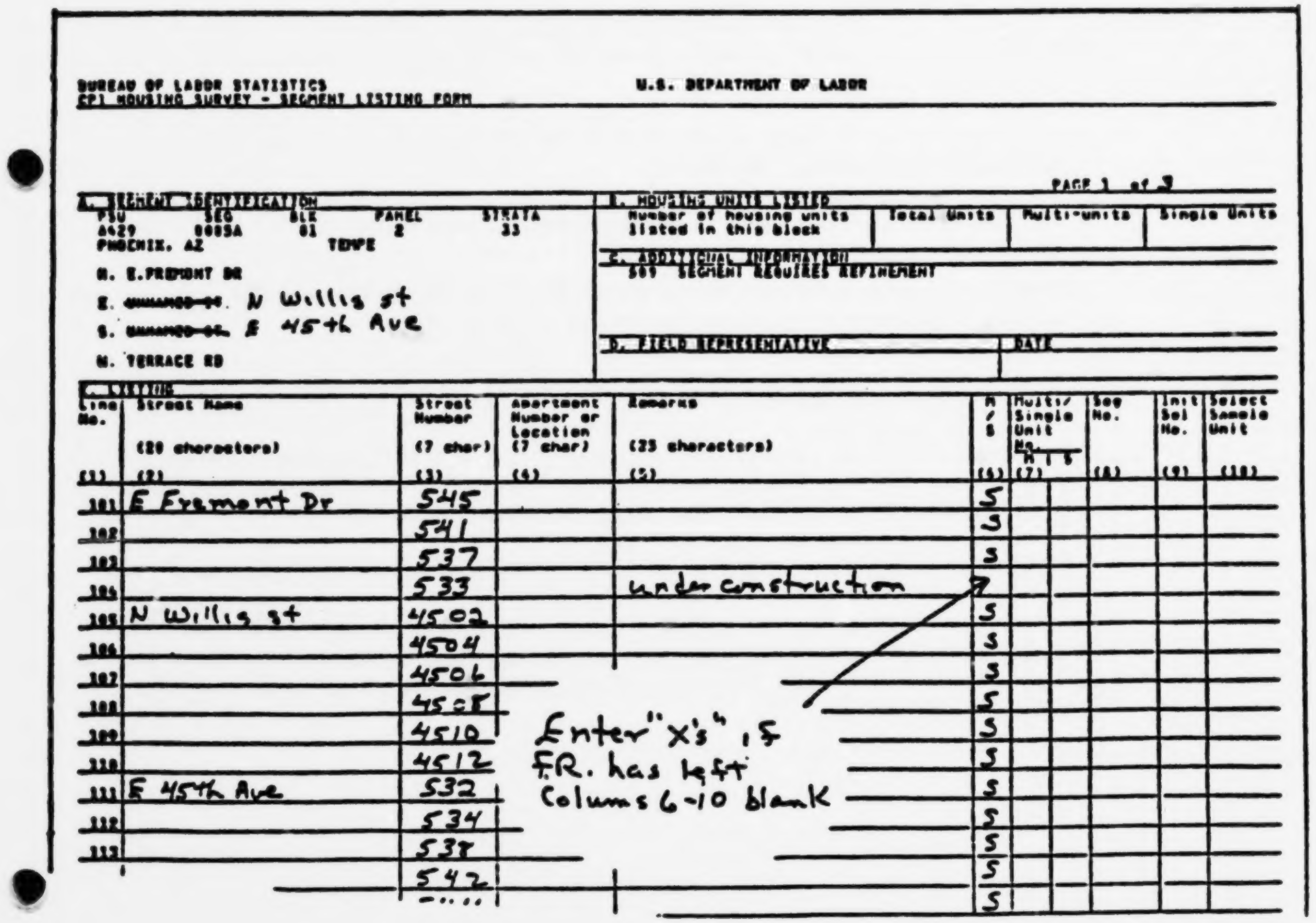
However, if major errors are apparent, the errors must be corrected before review of the form can continue.

1. Make every attempt to resolve all discrepancies.
2. Relist the entire segment if all or most of the segment has been listed incorrectly. If only part of the segment is incorrect, relist only the part in error.

Continue the review of the listing form by determining which entries are non-residential or "under construction" from column (5), Remarks. Verify that "X's" have been entered in columns (6-10) for each non-residential or "under construction" entry.

On each continuation page, verify that line numbers are correctly entered, with no omissions or duplications, and that the identifying codes have been accurately transcribed to all continuation pages.

If Form BLS 222L appears to have been completed correctly, continue with the segmenting process.



BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM

U.S. DEPARTMENT OF LABOR

PAGE 1 of 3

A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA
A429	0005A	01	2	33

PHOENIX, AZ TEMPE

N. E.FREMONT DR
E. ~~UNNAMED ST.~~ N Willis st
S. ~~UNNAMED ST.~~ E 45th Ave
W. TERRACE RD

B. HOUSING UNITS LISTED

Number of housing units listed in this block	Total Units	Multi-units	Single Units

C. ADDITIONAL INFORMATION
509 SEGMENT REQUIRES REFINEMENT

D. FIELD REPRESENTATIVE

DATE

C. LISTING

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (23 characters) (5)	M / S (6)	Multi/Single Unit No. M | S (7)	Seg No. (8)	Init Sel No. (9)	Select Sample Unit (10)
101	E Fremont Dr	545			S				
102		541			S				
103		537			S				
104		533		under construction					
105	N Willis st	4502			S				
106		4504			S				
107		4506			S				
108		4508			S				
109		4510			S				
110		4512			S				
111	E 45th Ave	532			S				
112		534			S				
113		538			S				
		542			S				
		[illegible]			S				

Enter "X's" if F.R. has left Columns 6-10 blank

4.1.2 SEGMENTING PROCEDURES - Column (7)

The segmenting process requires the completion of columns (6), (7), and (8) on the BLS 222L Segment Listing Form. Column (6) must be completed by the field representative during the Listing Survey and columns (7) and (8) are completed as part of the segmenting process.

Multi/Single Unit number, column (7)

When Survey Coordinators begin the segmenting process, they will first complete column (7) on the 222L Segment Listing Form. When completed, column (7) provides the total number of units in multi-unit structures and the total number of single units in the area.

Complete column (7) as follows:

For cases where there is one BLS block per census block.

1. Enter numbers in ascending order, beginning with one, for each line with an "M" recorded in column (6).
2. Transcribe the last number entered in column (7) for multi-units to Section B "Multi-Units" box of the listing form.
3. Enter numbers in ascending order, beginning with one, for each line with an "S" recorded in column (6).
4. Transcribe the last number in column (7) for single units to Section B "Single units" box of the listing form, for each BLS block.
5. Add the two numbers previously transcribed to Section B and enter the sum in the "Total units" box.
6. Enter an X in columns (6) through (10) on each line that does not have an "M" or "S" entered in column (6).If field representative has not already done so.

For cases where there are multiple BLS blocks for a census block.

1. Organize the BLS 222L Listing Forms in ascending BLS block number order, within each census block. Caution: The BLS block numbers may not be in order consecutively. For example block 03, and 06 may be the only BLS blocks in Census Block 301.

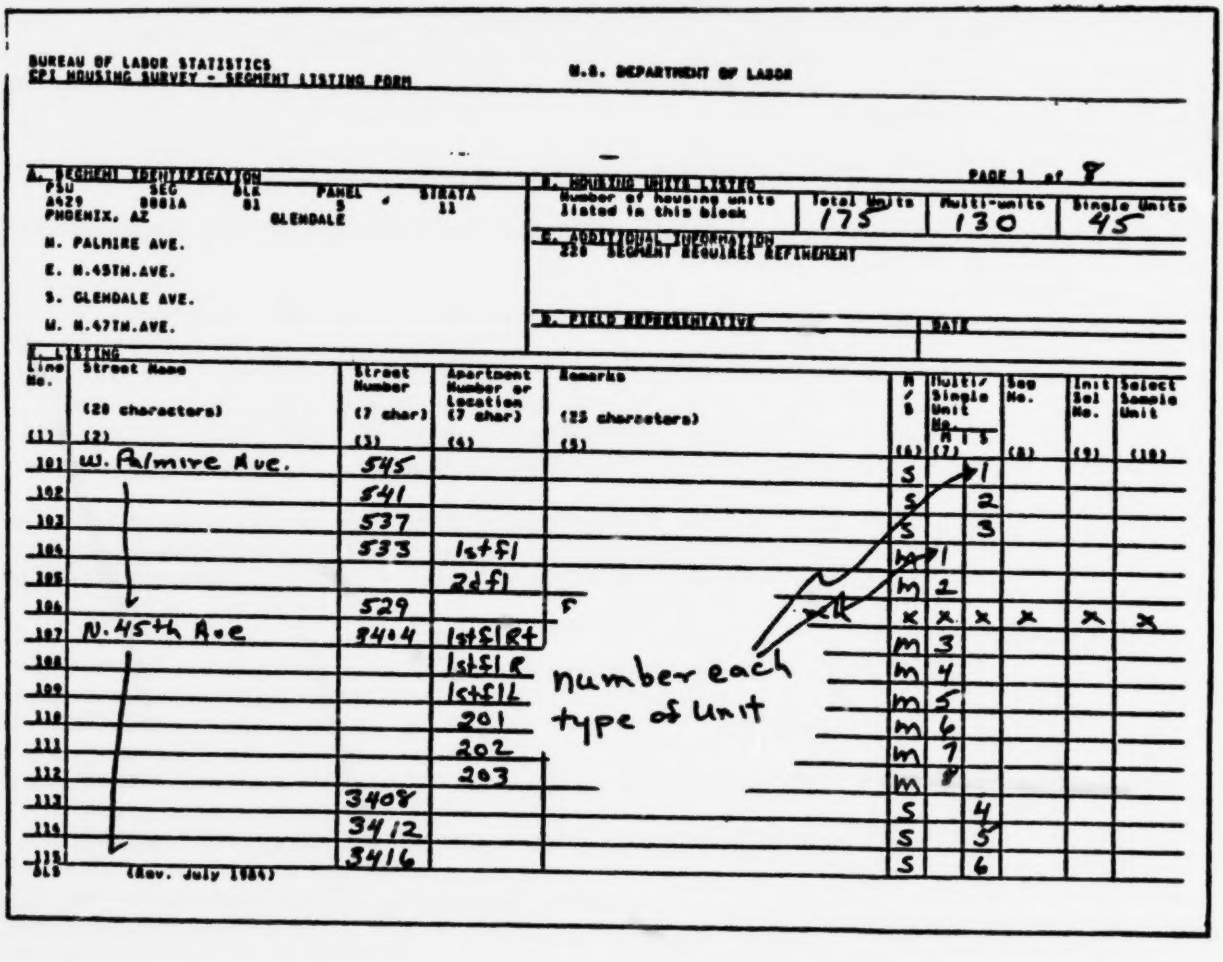
   Refer to the sketch map to determine the census block number for each BLS block.

2. Starting with the BLS 222L Listing Form with the lowest BLS block number within the census block, enter numbers in ascending order, beginning with one, for each line with an "M" recorded in column (6). Continue numbering consecutively through all BLS blocks within the census block.

4.1.2 SEGMENTING PROCEDURES - Column (7) - (Continued)

3. Repeat the instruction in item 2 above for each line with an "S" recorded in column (6).
4. Transcribe the last number in column (7) for multi-units, and for single units, to Section B of the BLS 222L Listing form having the lowest BLS block number within the Census block.
5. Add the two numbers previously transcribed to Section B and enter the sum in the "Total units" box

Exhibit 4.1.2



BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM

U.S. DEPARTMENT OF LABOR

A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA
A429	0001A	01	5	11

PHOENIX, AZ GLENDALE

N. PALMIRE AVE.
E. N.45TH.AVE.
S. GLENDALE AVE.
W. N.47TH.AVE.

PAGE 1 of 8

B. HOUSING UNITS LISTED

Number of housing units listed in this block	Total Units	Multi-units	Single Units
	175	130	45

C. ADDITIONAL INFORMATION
220 SEGMENT REQUIRES REFINEMENT

D. FIELD REPRESENTATIVE

DATE

E. LISTING

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (25 characters) (5)	M / S (6)	Multi/Single Unit No. (7) M	Multi/Single Unit No. (7) S	Seg No. (8)	Init Sel No. (9)	Select Sample Unit (10)
101	W. Palmire Ave.	545			S		1			
102		541			S		2			
103		537			S		3			
104		533	1st fl		M	1				
105			2d fl		M	2				
106		529		F	x	x	x	x	x	x
107	N. 45th Ave	3404	1st fl Rt		M	3				
108			1st fl R	number each	M	4				
109			1st fl L	type of Unit	M	5				
110			201		M	6				
111			202		M	7				
112			203		M	8				
113		3408			S		4			
114		3412			S		5			
115		3416			S		6			

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4.1.3 SEGMENTING PROCEDURES - Column (8)

Segment Number, Column (8)

This column is used to designate which housing units comprise the segment. Enter the five character ADS number, which becomes the segment number, or a vertical line for all lines that are included in the segment.

The five character segment number need not be entered on consecutive lines, a vertical line is sufficient if the lines are consecutive. See Exhibit 4.1.2.

The following information is necessary to complete the segmenting process.

1. Completed BLS 222L Listing forms
   Columns (1) through (7) and Section B must be completed before units can be designated as part of the segment.
2. Start and end percentages
   The start and end percentages are preprinted in the upper right corner of the sketch map form.

Determine segment starting and ending points as follows:

1. Obtain the total units in multi-unit structures and total single units from Section B of the BLS 222L Listing form.
2. Obtain the start and end percentages from the SO-1205A Sketch Map form.
3. Multiply the start percentages times the total number of multi-units. The product is the number for the first multi-unit in the segment. If the answer is a fractional number, always round the number up to the next whole number for the starting number. If the start percentage is 000.0, then the starting number is 1.
4. Multiply the end percentage times the total for multi-units, the product is the number for the last multi unit is the segment. If the answer is a fractional number, always round down to the whole number for the ending number. If the end percentage is 100 end with the last unit.
5. Match the numbers obtained in this process to the numbers in column (7) of the BLS 222L Listing form for multi units and enter the five character segment number in column (8) on the same line.
6. All numbers for multi units between the start and end numbers are part of the segment.
7. Repeat steps 1 through 5 to determine which single units comprise the segment.
8. Enter the segment number or vertical line in column (8) for all "M" designated lines beginning with the starting point and continuing to the last "M" designated line that is part of the segment. Repeat this step for the "S" designated lines.

4.1.3 SEGMENTING PROCEDURES - Column (8) (Continued)

Example

Section B of the BLS 222L has 75 multi units and 40 single units recorded.

The Start percentage on the sketch map is 39.9 % and the end percentage is 59.9%.

To obtain in the starting number for multi-units in the segment, i.e., the number to match in column (7), multiply 75, the total number of multi-units listed, times 39.9% the starting percentage for the segment.

75 x .399 = 29.925 or 30

As stated in Item 3 above if the number is fractional always round up to obtain a starting number. In this case the starting number is 30. (col. 7 "M" number is 30). To obtain the ending number for multi units in the segment, multiply 75 times 59.9% the ending percentage for the segment.

75 x .599 = 44.925 or 44

As stated in item 4 above if the answer is a fractional number always round down t- the whole number. In this case the ending number is 44.925 (col. 7 "M" number is 44)

The starting and ending unit numbers for single units are calculated in the same manner

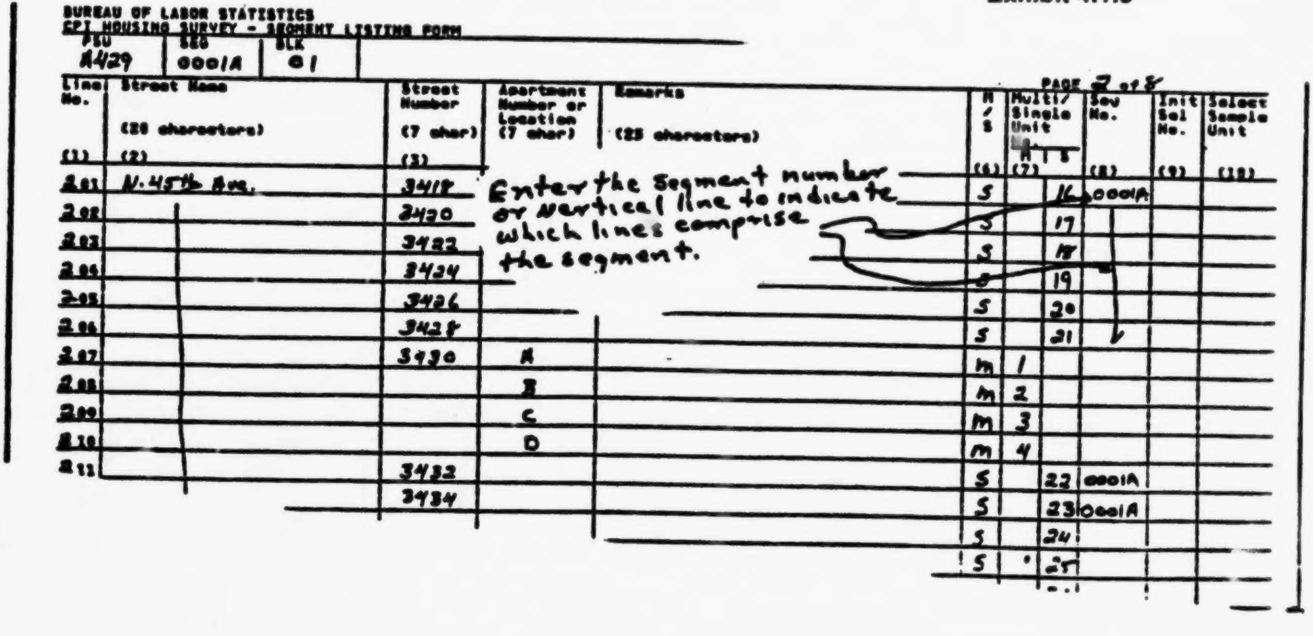
40 x .399 = 15.960 or 16

The starting single unit is 16.

40 x .599 = 23.960 or 23

The ending single unit is 23.

Exhibit 4.1.3



BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM

PSU	SEG	BLK
A429	0001A	01

PAGE 2 of 8

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char)	Remarks (25 characters)	M/S (6)	Multi/Single Unit No. M (7)	S	Seg No. (8)	Init Sel No. (9)	Select Sample Unit (10)
201	N. 45th Ave.	3418			S		16	0001A		
202	|	3420			S		17	|		
203	|	3422			S		18	|		
204	|	3424			S		19	|		
205	|	3426			S		20	|		
206	|	3428			S		21	|		
207	|	3430	A		m	1				
208	|		B		m	2				
209	|		C		M	3				
210	|		D		m	4				
211	|	3432			S		22	0001A		
		3434			S		23	0001A		
					S		24			
					S		25			

Enter the segment number or vertical line to indicate which lines comprise the segment.

4.2 SAMPLE SELECTION

Sample Selection, that is, the selection of housing units to be screened for the housing survey, is performed by the survey coordinator. Columns (9) and (10) of the segment listing form are used for this process.

Materials necessary for sample selection are:

1. Segment listing forms, Form BLS 222L for a given segment.

2. Initiation Selection Sheet. (Transmitted to PSU with segment assignments)

- Inititation Selection Sheet

  The Inititation Selection sheet is a pre-printed series of numbers. There is a separate sheet of number for each census block in a segment. The numbers, when matched with the entries in column (9) on the listing form, represent units selected for screening. Each number is followed by 1 or 2 alpha characters, an "O", "R" or "OR". The "O" indicates that the unit must be owner occupied to be initiated. An "R" indicates that it must be renter occupied and an "OR" indicates the unit may be either owner or renter occupied. The inititiation selection sheet is preprinted with a sample of approximately 100 numbers for each Census block in the segment. This should be sufficient for sample selection in the majority of segments. If the initiation selection sheet does not have sufficient numbers for the segment, contact the Washington office for subsampling instructions.

- **Initiation Selection** number, column 9

  The initiation selection numbers are a series of consecutive numbers beginning with one and ending with the number of the eligible housing unit on the listing form for each given census block within a segment.

  1. Arrange each set of BLS Block within a Census Block consecutively as in section 4.1.2.

  2. Enter numbers in ascending order beginning with 1 in column (9) starting on he first line that has an eligible housing unit listed. Continue numbering consecutively on every line in the Census Block that has an eligible housing unit listed.

  3. Enter an "X" on every line that does not have an eligible housing unit, if not already entered by the field representative.

  4. On segment listing forms for areas requiring segmenting after listing, column (9) is completed only for lines that have a segment number or vertical line in column (8).

4.2 SAMPLE SELECTION (Continued)

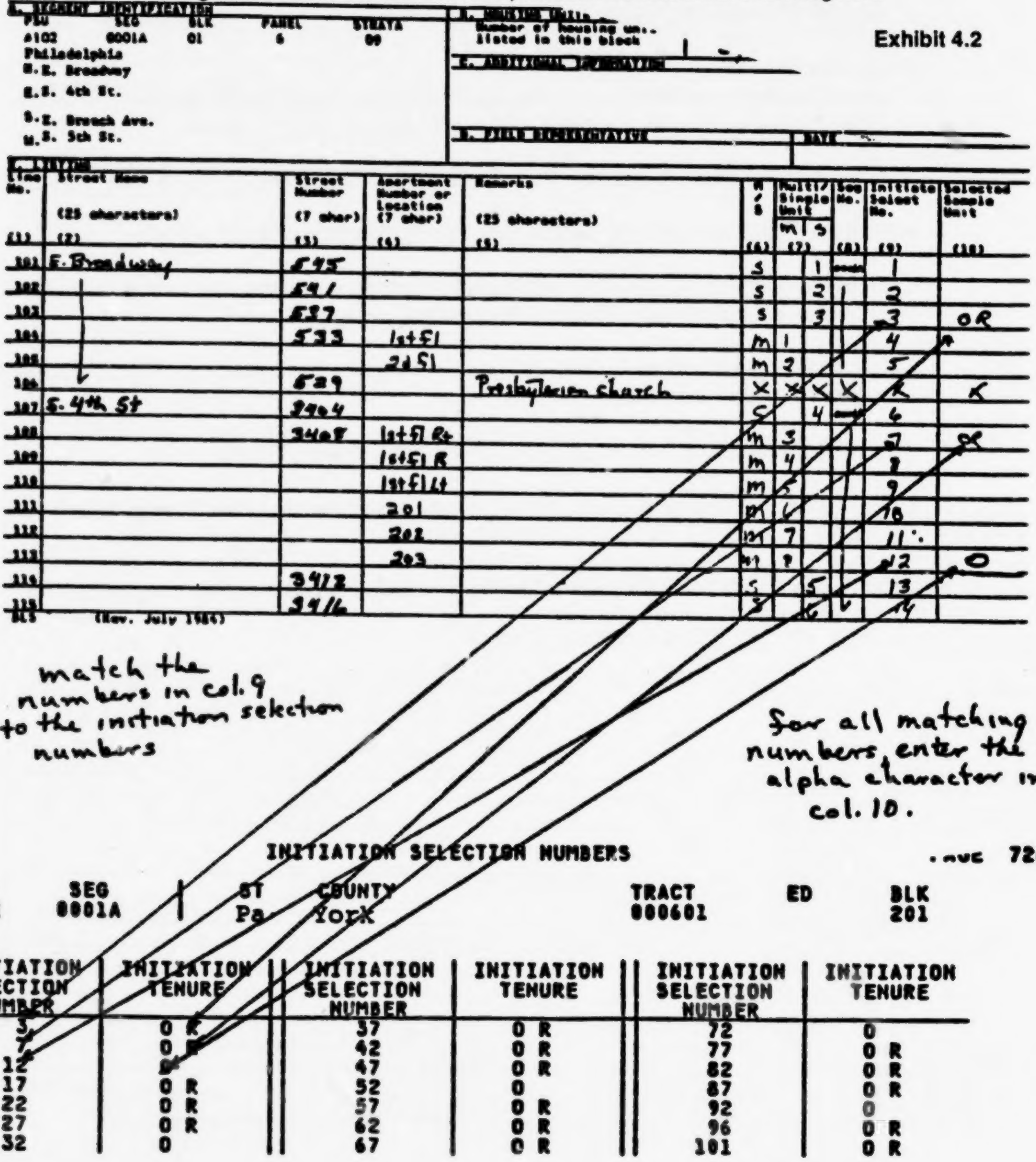
- **Initiation Tenure, Column (10)**

  For each eligible unit in the Census Block, the numbers found on the Initiation Selection sheet for the census block must be matched to the numbers in column (9) on the listing form. For all matching numbers, record the alpha character(s) appearing adjacent to that number on the initiation selection sheet, in column (10).

- **Total Eligible Units**

  The total number of eligible units in a segment is the sum of the eligible housing units (the highest Initiation Selection Number) for each Census Block in the segment.

Exhibit 4.2



A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA
A102	0001A	01	6	09

Philadelphia
N. E. Broadway
E. S. 4th St.
S. E. Bruach Ave.
W. S. 5th St.

B. HOUSING UNITS
Number of housing un.. listed in this block 1 —

C. ADDITIONAL INFORMATION

D. FIELD REPRESENTATIVE

DATE

E. LISTING

Line No. (1)	Street Name (25 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (25 characters) (5)	M / S (6)	Multi/Single Unit (7) m	Multi/Single Unit (7) s	Seq No. (8)	Initiate Select No. (9)	Selected Sample Unit (10)
101	E. Broadway	545			S		1	—	1	
102		541			S		2		2	
103		537			S		3		3	OR
104		533	1st Fl		m	1			4	
105			2d Fl		m	2			5	
106		529		Presbyterian church	X	X	X	X	X	K
107	S. 4th St	3404			S		4	—	6	
108		3408	1st Fl Rt		m	3			7	OR
109			1st Fl R		m	4			8	
110			1st Fl Lt		m	5			9	
111			201		m	6			10	
112			202		m	7			11	
113			203		m	8			12	O
114		3412			S		5		13	
115		3416			S		6		14	

BLS (Rev. July 1984)

match the numbers in col. 9 to the initiation selection numbers

For all matching numbers, enter the adjacent alpha character in col. 10.

INITIATION SELECTION NUMBERS .nvc 7268

PSU	SEG	ST	COUNTY	TRACT	ED	BLK
A102	0001A	Pa	York	000601		201

INITIATION SELECTION NUMBER	INITIATION TENURE	INITIATION SELECTION NUMBER	INITIATION TENURE	INITIATION SELECTION NUMBER	INITIATION TENURE
3	0 R	37	0 R	72	0
7	0 R	42	0 R	77	0 R
12	0	47	0 R	82	0 R
17	0 R	52	0	87	0 R
22	0 R	57	0 R	92	0
27	0 R	62	0 R	96	0 R
32	0	67	0 R	101	0 R

4.3 FORM BLS 222S - TRANSCRIPTION OF SEGMENT ID. INFORMATION

Information necessary to initiate housing units for the CPI must be transcribed from form BLS 222L Listing Schedule to form BLS 222S CPI HOUSING SCHEDULE.

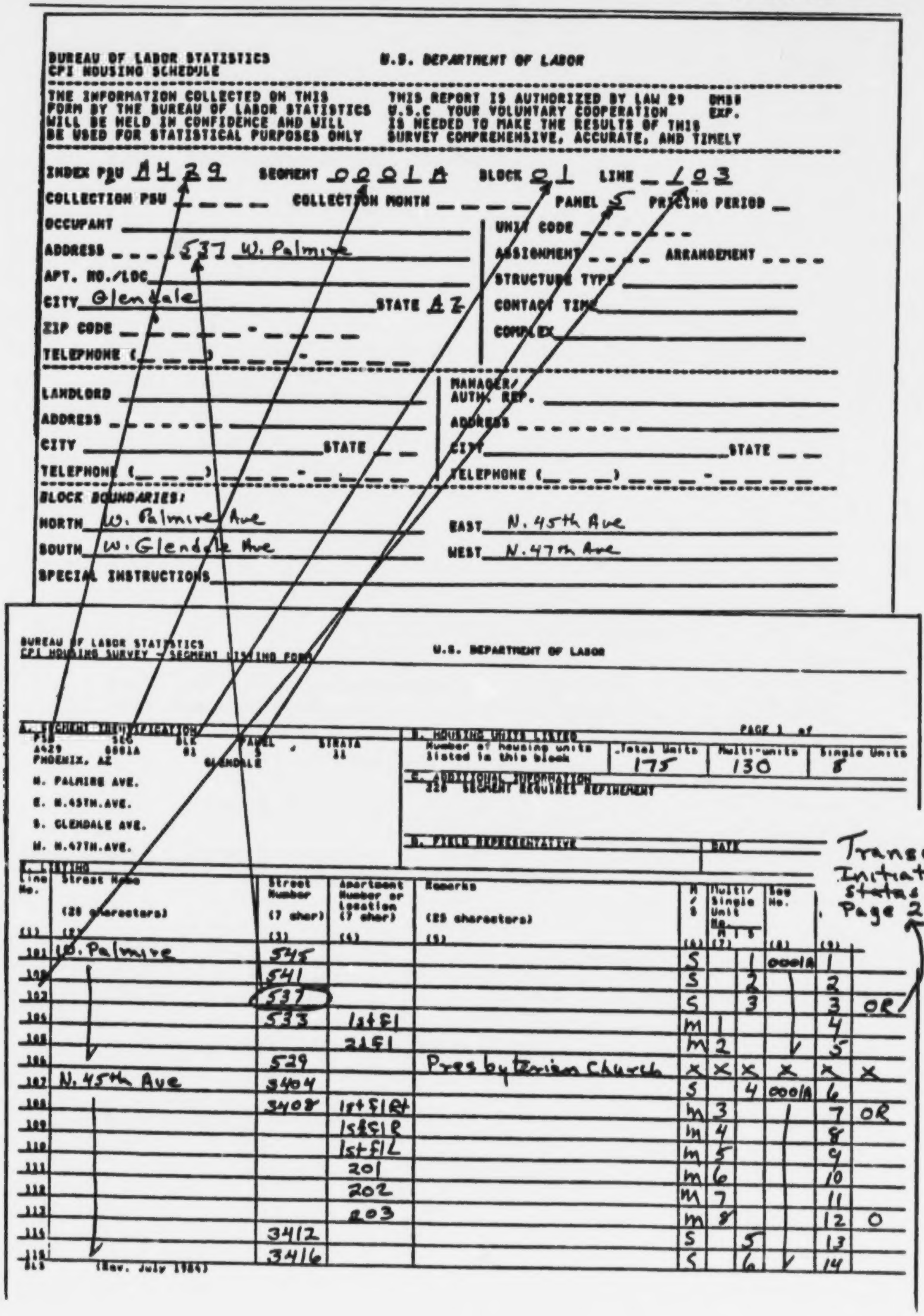
Two sections of form BLS 222L contain information that must be transcribed to form BLS 222S CPI Housing schedule. They are Section A, Segment Identification and Section E, Listing. Transcription procedures are as follows.

Administrative Section of Form BLS 222S

1. Transcribe the address, (entries in columns 2,3,4, &5) from the first line with an entry in column 10 of form BLS 222L.
2. City, State
   Enter the city or suburban area name for the street address location in Item "1" above.
   Enter the state name for the street address location in Item "1" above.
3. Transcribe the block boundaries from Section A to their corresponding line on form 222S.
4. Enter the PSU number from Section E on the dashes following Index PSU.
5. Enter the, SEGMENT, BLOCK numbers from Section A and the line number from Section E on the dashes following Segment, Block and Line.
6. Transcribe the entry from Column (10), Section E to the line following Initiation Status on page two of form BLS 222S.
7. Enter the panel number from Section A to the line following Panel.
8. Enter the PSU, Segment, Block, and Line numbers at the top of each page of form BLS 222S.

Transcribe the data from each succeeding line on form BLS 222L that has an entry in column (10) to a separate CPI Housing Schedule.

Exhibit 4.3



BUREAU OF LABOR STATISTICS
CPI HOUSING SCHEDULE
U.S. DEPARTMENT OF LABOR

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY

THIS REPORT IS AUTHORIZED BY LAW 29 U.S.C YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE, AND TIMELY

OMB# EXP.

INDEX PSU A429 SEGMENT 0001A BLOCK 01 LINE 103
COLLECTION PSU ____ COLLECTION MONTH ____ PANEL 5 PRICING PERIOD _
OCCUPANT
ADDRESS 537 W. Palmire
APT. NO./LOC
CITY Glendale STATE AZ
ZIP CODE _____-____
TELEPHONE (___) ___-____
UNIT CODE
ASSIGNMENT ____ ARRANGEMENT ____
STRUCTURE TYPE
CONTACT TIME
COMPLEX

LANDLORD
ADDRESS
CITY STATE
TELEPHONE (___) ___-____
MANAGER/AUTH. REP.
ADDRESS
CITY STATE
TELEPHONE (___) ___-____

BLOCK BOUNDARIES:
NORTH W. Palmire Ave
SOUTH W. Glendale Ave
EAST N. 45th Ave
WEST N. 47th Ave
SPECIAL INSTRUCTIONS

BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM
U.S. DEPARTMENT OF LABOR

A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA
A429	0001A	01	5	11

PHOENIX, AZ GLENDALE
N. PALMIRE AVE.
E. N.45TH.AVE.
S. GLENDALE AVE.
W. N.47TH.AVE.

B. HOUSING UNITS LISTED PAGE 1 of

Number of housing units listed in this block	Total Units	Multi-units	Single Units
	175	130	8

C. ADDITIONAL INFORMATION
320 SEGMENT REQUIRES REFINEMENT

D. FIELD REPRESENTATIVE DATE

E. LISTING

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (25 characters) (5)	M / S (6)	Multi/Single Unit No. M (7)	S	Seg No. (8)	(9)	
101	W. Palmire	545			S		1	0001A	1	
102		541			S		2		2	
103		537			S		3		3	OR
104		533	1st Fl		m	1			4	
105			2nd Fl		m	2			5	
106		529		Presbyterian Church	x	x	x	x	x	x
107	N. 45th Ave	3404			S		4	0001A	6	
108		3408	1st Fl Rt		m	3			7	OR
109			1st Fl R		m	4			8	
110			1st Fl L		m	5			9	
111			201		m	6			10	
112			202		m	7			11	
113			203		m	8			12	O
114		3412			S		5		13	
115		3416			S		6		14	

(Rev. July 1984)

Transcribe Initiation status to Page 2

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5.1 OPERATING INSTRUCTIONS - INTRODUCTION

This chapter describes the tasks which must be performed to ensure efficient, accurate, and timely collection and transmittal of housing price data. Collection for the housing survey is treated operationally as three components: listing, initiation, and repricing. Listing generally occurs for a periodic revision, but may also occur for augmentation of the existing sample. Initiation refers to the first 6 months of pricing in a PSU as part of a revision or augmentation. Repricing refers to collection that occurs after the first 6 months; it may actually entail repricing, reinitiation, or initiation of individual housing units.

5.2 FIELD REPRESENTATIVE CERTIFICATION

Before Field Representatives are assigned to independent data collection on any component of the Housing survey, they must successfully complete a three-phase certification process to ensure technical competence. This process involves:

1. **Classroom Training** - a three day course conducted by the Office of Field Operations Training Team, normally after some observation of data collection. The course covers survey concepts, procedures and interviewing techniques. A training report form, based on written progress check(s) will be issued at the conclusion of formal training. The report is intended both to inform Field Representatives of their performance and to enable field managers to plan an appropriate on-the-job training regimen.

2. **On-the-Job Training** - a joint collection effort with a field manager or other full-time staff. The Field Representative will first observe the collection activity, then conduct the collection with the supervisor observing. Minimum on-the-job training requirements are established by the National Office and vary according to the survey component, i.e., listing, initiation, or repricing.

3. **Verification of Independent Collection** - a check by the field manager of the first independent collection undertaken by a Field Representative. If currently listing, the check includes review and relisting of three segments. For initiation or repricing, the check is conducted by observing the Field Representative and reviewing the completed schedules. The minimum number of checks and acceptable level-of-error criteria are established by the National Office.

Each Field Representative will be given ample opportunity to meet the certification requirements, including additional on-the-job training, tutoring, and additional verification checks.

5.3.1 PREPARING FOR COLLECTION - General Materials

It is the responsibility of every Field Representative to ensure that they have the current collection and reference materials necessary to conduct each component of the Housing Survey. The following list describes the materials required in general and by specific component.

General Materials

CPI Housing Data Collection Manual
This is the primary reference document for the Housing Survey. Periodic revisions are issued using a sequential numbering system, i.e. HM-01, HM-02, etc. . It is important to maintain an up-to-date manual to ensure adherence to current collection procedures.

CPI Monthly Operations Memorandum (Tech Memo)
The monthly operations memorandum contains collection deadlines on the transmittal calendar, notification of manual revisions, special procedures or clarifications, and PAS codes.

SO-608A Information/Clarification Request
The SO-608A is the primary vehicle for communication between Field Staff and the national office. Detailed instructions for completion and use can be found in Section 5.8.1.

SO-3 Standard Schedule Transmittal
The SO-3 is to be used whenever a survey specific transmittal form is not provided or not available. Any survey materials transmitted from the PSU to Washington or regional office must be enumerated as a safeguard against loss. Instructions for completion and use are found in Section 5.6.1.

5.3.2 PREPARING FOR COLLECTION - Listing (During Periodic Revisions)

Listing

Assignments consist of folders for each area to be listed. Each folder should contain the following materials:

Census Tract Map
SO-1205A Sketch Map

BLS maps provided for listing, augmentation, or upon request.

Street Map

Obtained locally.

BLS 222L (or 2921C) Listing Face Sheet

One per BLS Block, with preprinted boundaries.

Other materials that Field Representatives should carry during the Listing survey:

BLS 222L Listing Continuation Pages (Minimum of two per block)

SO-1220 Listing Self-Edit Checklist

Itemized review form to be completed by Field Representative for each completed segment and submitted to the Field Manager in the segment folder.

SO-1221 End of Listing Form

Report on deficient segment materials or collection problems in completing listing. To be submitted to the Field Manager in the segment folder.

BLS 222L (BLS 2921C) Blank Listing Facesheet

Sufficient supply for block reorganization when necessary. BLS 222L replaces old number BLS 2921C.

BLS 222L Blank Listing Continuation Sheets (Extra Copies)

A sufficient supply should be carried each day.

5.3.3 PREPARING FOR COLLECTION - Initiation

Initiation

Assignments will be grouped in Panel Folders of previously listed segments which have been reviewed and sampled. In addition to the Tract and Sketch Maps and Segment Listing Forms (BLS 222L) in each folder, the following forms are needed:

BLS 222S Screening Form (Blue)

Computer-generated schedule for each selected housing unit with street address and other identifying data pre-printed.

BLS 222NC Screening Form (Blue with Gray Bars)
Computer-generated schedule for each selected new construction unit with street address and other identifying data pre-printed.

SO-559 Segment Assignment and Transmittal Control Form
This form lists each of the selected units by block and line number. To be used to ensure that the number of Screening Forms received matches the selected units, and to control transmittals upon completion of the Screening/Initiation activity. Also used for progress reporting.

5.3.3 PREPARING FOR COLLECTION - Initiation (Continued)

Other required **materials** include:

BLS 222S Screening Flat (blank)

An adequate supply for any subdivided or merged units found.

BLS 222I Initiation Flat (blank)

Sufficient supply to accommodate the number of productive tenure matches in each segment.

BLS 222.01 CPI Housing Flash Card

Contains responses to multiple choice questions on the housing schedule. To be handed to each respondent during a personal visit interview.

SO-1229 Response Code Card

List of Interview/Non-Interview Response Codes with explanations.

Introductory Letter (English/Spanish)

A cooperation request signed by the Commissioner of Labor Statistics to be given to each respondent during initiation.

CPI Housing Brochure

An information pamphlet containing questions and answers about the Housing Survey to be offered to each respondent.

SO-544 No Contact Card (English/Spanish)

A notification that may be left at difficult-to-reach-occupant units requesting that the respondent contact the Field Representative.

Street Map
BLS Identification Card

NOTE: It is illegal to place the Introductory Letter Housing Brochure, and/or No Contact Card in mail boxes or door mail slots. Slip under door, welcome mat, or leave in other visible place.

5.3.4 PREPARING FOR COLLECTION - Repricing

Repricing

Assignments received from Washington or Regional Office will consist of:

BLS 222R Repricing Form (White) - Contains preprinted unit and respondent identifying data and previous responses to selected questions.

BLS 222S Screening Form (Blue) - Contains preprinted unit identification. Screening forms will be generated for units coded as temporary non-response during initiation, units that are selected or reselected during validation of the sampling process, and units selected for augmentation.

BLS 222NC Screening Form (Blue with Gray Bars) - Contains preprinted unit identification. New Construction units are selected annually during the period between April and September and also include units previously coded as temporary non-response.

Schedule Transmittal Form - A four part machine-generated form which lists the 7-digit code of each repricing schedule or screening form returned for collection in each panel. Used to control receipt and transmittal of schedules.

Other forms which must be carried by Field Representatives during repricing:

BLS 222L (or 2921C) Segment Listing Form - Computer-generated listing forms will be keypunched and returned to the PSU to locate previously unscreened units and units added to the sample, and to verify or correct the listing locally. Forms need to be returned to central location (e.g. PSU office) following each collection period, and normally are filed by Panel folder.

BLS 222S Screening Flat - Required for subdivided or merged units discovered during the first initiation of a unit, but excludes New Construction.

BLS 222i Initiation Flat - Required to initiate productive units that pass screening.

BLS 222R Repricing Flats - Required when units are subdivided or merged after initiation.

Introductory Letter (English/Spanish)
CPI Housing Brochure
BLS 222.01 CPI Housing Flash Card
SO-1229 Response Code Card
SO-544 No Contact Card
Street Map
BLS Identification Card

5.4.1 PLANNING AND CONDUCTING ASSIGNMENTS - Listing (During Periodic Revisions)

Listing

During periodic revisions, listing assignments should be located on a local map prior to collection, and trips should be coordinated to maximize collection and minimize travel. Checking block boundaries on a local map prior to collection can reduce the amount of travel time. Any preparation that can be conducted prior to collection should be made; completion of header information on forms, outlining maps, etc. Be certain to carry extra folders on each trip in case some must be postponed due to map problems.

Listing assignments fall into two categories:

1. Selected Segments:

   Selected areas have been segmented by the National Office from Census Block Statistics or Windshield Screening results.

2. ADS - Areas Designated for Segmenting:

   ADS areas have not been previously segmented due to lack of detailed Census information or Windshield Screening data. These will be listed, then segmented by the field manager before the screening/initiation sample is drawn. ADS segments are identified in Section C, Additional Information, on the Listing Facesheet with the message "Area Requires Refinement". Field Representatives will complete Column 6 of the Listing form(s) only for ADS areas.

Review of Work for Listing

After completing the listing and before leaving the segment, take time to review the listing forms and maps using the SO-1220 Listing Self-Edit Checklist and SO-1221 End of Listing Form.

Field Representatives should ensure that listing forms and sketch maps are neat, legible, and properly completed. The information on the forms will be used in years to come for verifying addresses, validating the sample, and augmenting the sample.

Field managers will use the SO-1220 in reviewing folder materials; therefore all appropriate identifying information should be completed: Region, PSU, Segment number, Field Representative, and Date listed.

5.4.1 PLANNING AND CONDUCTING ASSIGNMENTS - Listing (Continued)

Check the folder materials for each of the questions on the SO-1220. Add any information that is discovered to be missing, such as starting point, arrows for direction of travel, and street names or missing streets. If a single unit or a small number of units are found to have been omitted from the listing, they should be added onto the end of the list. If necessary, information may be transcribed to a blank form, but time should be spent on transcription only to ensure a legible and accurate form. During review by the Field Manager, Segment Folders and Self-Edit Checklists that do not match will be returned to the Field Representative for necessary correction or clarification.

The SO-1221, End of Listing Form, will be used by the field manager in determining if folder materials affected the listing, and by the Washington Office for monitoring the adequacy of folder materials. Comments should be made on the reverse of the form to explain any unusual circumstances not covered by the questions.

Introducing the Survey

Field Representatives must

1. introduce themselves by name and agency affiliation,
2. show an official credential and
3. briefly explain the purpose of the visit
4. At initiation and reinitiation due to a change of occupant, a copy of the Commissioner's Introductory Letter and Housing Brochure should be offered to each respondent to further explain the survey. Before collecting any data, Field Representatives are required by OMB directive to inform respondents verbally that
    a. participation in the survey is voluntary
    b. the information they provide will be kept confidential
    c. it will be used for statistical purposes only
    d. and must also provide an estimate of the time required (this information is contained in the approved Burden/Disclosure Statement preprinted at the top of each schedule).

(See also Section 5.10 and Appendix E.7.)

At the conclusion of the interview, explain to respondents that

1. they will generally be contacted once or twice a year, depending on whether they own or rent, and that they may be contacted for the Quality Assessment Program, and

2. if a respondent wants more information about the survey or other Bureau programs or desires independent verification of the legitimacy of the visit, Field Representatives should provide the address and phone number of the regional office and the name of the Price Branch Chief or Survey Specialist.

5.4.3 PLANNING AND CONDUCTING ASSIGNMENTS - Screening/Initiation

Screening/Initiation (includes Augmentation and New Construction)

This component is scheduled by panel (collection month) over a six month period. On-the-job training and verification of the first independent assignment for each Field Representative may include this type of collection activity. Each panel will be distributed to each Field Representative by broad geographic area in the PSU. It is the responsibility of each employee to organize the assignment(s) and schedule daily work to ensure cost effective travel and efficient utilization of time in order to productively contact each housing unit by the collection transmittal dates for the panel. Consider the following in scheduling work:

- Carry more work than you reasonably expect to complete in a day. This will provide flexibility should you encounter a large number of no-contacts.
- After the first circuit of attempted contacts in a segment with a large concentration of units, consider the probable results of making a second circuit before moving on to another area.
- **Keep track of the day and time of the first visit to an area and assess whether another weekday, evenings or weekends may be more productive times to visit. This is especially important for geographically dispersed areas, that are costly both in terms of time and travel.**
- Due to time and budget constraints, the number of personal visits to a segment to attempt screening/initiation should be limited to three. The attempts should be made at different times of day and on different days of the week, including evenings and weekends.

For housing units which cannot be contacted during initiation or augmentation, a BLS 222S Screening Form will be returned during subsequent repricings of the panel until the unit is screened. Similarly, for housing units which cannot be contacted during new construction screening/initiation, a BLS 222NC Form will be returned during subsequent repricings of the panel until the unit is screened.

During the first personal visit to locate the unit for screening/initiation, it is important to make a determination regarding the observation questions in Section A (TYPE OF STRUCTURE AND ELIGIBLE HOUSING). If the occupant's name is available on the mailbox (or from another source) and a telephone number can be cross-referenced, the interview may later be completed by telephone. See Section 2.3.2 Interview Stage A (Initiation).

5.4.4 PLANNING AND CONDUCTING ASSIGNMENTS - Repricing

Repricing

Repricing may be conducted by telephone contact, if possible, or by personal visit, if required. When assignments are received, separate the schedules into groups requiring personal visit and those which may be telephoned. Field Representative assignments may not be changed without prior approval of the Field Manager. It is important to check maps and refer to the Contact Time on the repricing schedule for best times to contact before organizing daily itineraries.

A minimum of three attempted contacts is required, which includes a combination of personal visits and/or telephone contacts. Although personal visits to any particular segment should normally be limited to three, as many telephone contacts as necessary should be made to achieve a productive schedule given time and cost constraints. Guidance for prioritizing schedules during the collection period will be found in the monthly CPI Operations Memorandum - Instructions for Housing (Appendix B) or will be communicated by Field Managers.

Optimal use should be made of telephone collection during repricing to ensure high response rates and to control collection costs. If some circumstances exist that would threaten long term respondent cooperation or compromise data quality, collection by personal visit should be employed at the Field Representative's discretion. Examples of this include language barriers such as non-English speaking respondents, hearing impaired respondents, or simply a respondent who has expressed reluctance to respond by telephone. See Appendix D for tips in conducting telephone interviews. Except as noted, follow the structured interview format as you would with a personal interview.

Every effort should be made to arrange assignments for the most efficient collection. Field Representatives should employ the Assignment, Arrangement, Contact Time, Interview Group, Permanent and Temporary Special Instructions fields in the Administrative Section to ensure this. While each assignment differs in collection strategy, some general guidelines may be applied:

1. Attempt telephone collection first whenever possible to minimize personal visit trips. For example, if a trip will be necessary to a distant segment for some units, attempt the others first by telephone to determine if any telephone numbers are no longer usable. This may save an extra trip later.

2. Certain personal visits should be attempted early in the collection period to ensure productive responses, whenever telephone numbers are not available or not correct and if "Personal Visit Required" appears on the schedule message line.

5.4.4 PLANNING AND CONDUCTING ASSIGNMENTS - Repricing (Continued)

3. Utilize most productive hours for difficult or distant personal visit collection. For example, if a personal visit trip is necessary, go on a Saturday or possibly during evening hours if these hours have proven most effective.

4. Make attempts at different times and on different days of the week. This will ensure maximum coverage of the hours when respondents may be available.

5. Utilize most productive hours to greatest extent possible. Early evening and weekends have proven effective times to contact occupants.

6. When a respondent seems rushed, schedule a callback for a time that is more convenient for the respondent. Respondents who appear to be refusing may be willing to cooperate at a different time.

7. If no one is at home, leave the Commissioner's Letter, Housing Brochure, and No Contact card (if practical) near the door but **NOT** in the mailbox.

5.4.5 PLANNING AND CONDUCTING ASSIGNMENTS - Review of Work

Self Review of Work by Field Representatives

Specific instructions for completing the Screening and Initiation forms are contained in Chapter 2. All completed forms should be reviewed and clarified using the Self-Edit Checklist contained in Appendix C.3.

Please note the following:

Collection PSU
To be left blank unless instructed otherwise by the regional office. This is a contingency field that may be used in selected PSU's whose boundaries cross BLS Administrative regions. This also applies in cases where information had been collected by the PSU for a different region and which will continue to be collected by a PSU outside the region assigned.

Interview Group
This unique 3-digit identifier will be assigned by the Field Manager or Field Representative when organizing collection attempts and again before transmittal, whenever a permanent change has occurred. If the same landlord or manager exists for more than one schedule, all applicable schedules should be grouped together according to the instructions in Section 2.4.6.1, and may include screening, repricing, and/or new construction units.

This interview group code includes all applicable units whenever a common contact person is identified and remains current. Since different schedules are involved, different respondent(s) may have actually been contacted during the collection period. However, the code remains the same if the potential exists for group collection in the future.

Assignment Code
This unique 4-digit identifier will be assigned by the Field Manager. It generally refers to an individual Field Representative and is assigned to schedules for which that Field Representative is responsible for repricing. In larger PSU's, schedules in a geographic area may be given an assignment number unrelated to a specific Field Representative. That assignment may "float" between Field Representatives depending on other workload or staffing considerations.

Transmittal Calendar in Monthly CPI Operations Memorandum
Field Representatives who collect only Housing data must collect and transmit at least a third of their repricing assignment (white schedules) by the dates indicated on the Transmittal Calendar. All other Field Representatives must transmit 50% of their white repricing assignment by the fourth transmittal date indicated. Completed blue schedules should be included in interim transmittals as early as possible during the month. Uncompleted blue schedules may be retained for further collection attempts until the last transmittal of the month.

5.4.6 PLANNING AND CONDUCTING ASSIGNMENTS - Maintaining Records of Previous Data

Maintaining Records of Previous Data

It has been a longstanding policy of the Bureau that Field Representatives not maintain records of previously obtained responses on the Housing Survey. Due to the emphasis on structured interviewing, this policy has gained added importance. Certain previously collected data are preprinted on repricing schedules. In these cases, questions have been included on the form for the purpose of verifying responses that have changed since the last pricing. Other previous responses are not provided to ensure that each question is asked independently of any expectation of the "correct" response. Survey research indicates that more accurate data are obtained when interviewers are not aware of previous responses.

Field Representatives should not maintain records of previous responses, whether for reconciliation or other purposes. The exception to this is when a Field Representative has written an SO-608A regarding a particular housing unit, and would require a copy of the housing schedule to accurately interpret a procedural clarification.

5.5.1 DATA COLLECTION PROBLEMS - Unsafe Areas

Unsafe Areas

Occasionally, Field Representatives may encounter an area, or more commonly, a housing unit which they consider unsafe for collection i.e. those located in high crime and/or high personal risk areas. In such instances, complete an SO-608A, Information/Clarification Request, describing the characteristics of the area or unit, whether it is unsafe both during daylight and evening hours, and the reasons for the assessment. Include the following information when informing the Regional Office:

PSU and Segment Number
Number of Units Affected
Reasons for recommendation (be specific)
Sources consulted
Appraisal of relative safety of field representatives working alone and in pairs, on weekends and evenings

The SO-608A should be forwarded to the Field Manager, who will visit the area to evaluate the situation. It is expected that the Field Manager, alone or in consultation with the regional or national office, may develop an alternative collection strategy. For example, the Field Manager could visit the area with the Field Representative during a safe time of day. If the Field Manager also determines that it is an unsafe area, the SO-608A should be annotated with any additional information requesting that the national office cancel the unit. If the Field Manager agrees that the area is unsafe, then the schedule should be repeatedly coded 59 without revisiting the area.

Keep in mind that the CPI is designed to represent a large cross section of the population, including all types of neighborhoods, dwelling units, racial and ethnic groups. The exclusion of any segment may damage both the representativeness and reliability of the data. Field representatives must be candid and objective in their appraisal of a segment's safety.

Security Buildings-Requesting Letters from the Regional Office

Some sample housing units are located in buildings or complexes that strictly control access to provide occupants with a higher degree of privacy. **Never** attempt to gain entry into secured buildings without permission from a manager, guard, or occupant.

During listing, you may need access to the secured area in order to complete the listing of housing units. In this case, you should attempt to contact the manager or guard, explain your purpose for being there and try to obtain their cooperation. A follow-up letter from the regional office should be sent to the managing agent or other appropriate individuals if necessary.

During initiation and repricing, you may gain access from the guard, manager, or the person scheduled for interviewing. If the manager has requested that you interview only the manager or requested that you first visit the manager's office when you are on the property, please do so. Be sure to note any such requests in Permanent Special Instructions on the schedule.

If Regional Office assistance is necessary, contact your Field Manager with information regarding the overall situation, name and title of manager or guard, company name (if applicable), complete address, telephone number, and address of the units if different from the manager or guard. Normally, a letter will be sent from the Regional Office to the management or security company requesting access to the building.

If securing cooperation takes longer than the time available in the collection period, code the schedule "59" and explain in the Field Message or on an SO-608A. Depending on the circumstances, certain schedules identified on SO-608A's will be cancelled by Washington.

5.6.1 CONTROL AND TRANSMITTAL - SO-3, Standard Transmittal Form (General)

All survey materials must be transmitted under cover of a form that enumerates the contents of the package. Field Representatives should use the following forms to control and transmit schedules.

SO-3, Standard Transmittal Form (General)

The SO-3 should be used for transmitting segment folders after listing, individual collection forms and other survey specific materials to the regional office. It may also used for transmittal of schedules to Washington, as determined by the Field Manager.

The form should be completed in the following manner:.

1. Survey Identification	CPI - Housing
2. Survey Area	PSU name and number
5. Schedule Identification	Particular phase of survey (listing, initiation,repricing, new construction, etc.).
6. Number of Schedules	Enter number of schedules, segment folders, or other materials contained in the transmittal.
7. Area transmittals	Interim or Final
8. Date	Enter date of transmittal.
9. Destination	Check appropriate box. Code 49 for transmitting to CPCS Processing Unit must be hand-entered.
10. Method of Shipment	Priority Mail is the preferred method of shipment, unless instructed otherwise by the Regional Office (RO), Field Manager, or Transmittal Calendar.
11. Copies for	Check the appropriate boxes. Always retain one copy in the PSU. For transmittals to Washington, Field Managers will provide instructions.
12. PAS Code	Always include the appropriate 5-digit survey code.
13. Transmitted by	Name
14. Schedule Numbers	Identify housing schedules by Unit Code (7-digit); or during periodic revisions, identify listing folders by segment number.

5.6.2 CONTROL AND TRANSMITTAL - SO-559 Segment Assignment and Transmittal Control Form

SO-559 Segment Assignment and Transmittal Control Form (Periodic Revisions)

During the first six months of initiation for a new revision, Field Representatives will receive an SO-559 in each segment folder with the PSU, segment, and panel completed across the top, and the block and line number from the listing form completed in the left column for each unit selected for screening. The form serves both as a transmittal control of screening forms sent to each Field Representative, and as a record of initiation results. While conducting initiation in a segment, Field Representatives will report progress to the Field Manager or regional office using the totals of each response column.

Field Representaives should check the box for the appropriate response code. For subdivided units coded 74, the block/line number of schedules created from the parent unit or units should be added to the end of the list and a check should be placed in the "Adds" column, as well as the appropriate response code.

When weekly progress is reported, column totals should be written in pencil at the bottom of each column so they can be added to as they change. When the segment is complete, the Field Representative should enter Segment Totals on the second line of the front page for all schedules contained on the form:

- Units Assigned for Initiation	Total assignment before "Adds" are made in the block/line number column.
- Owner occupied	Total of 01/40 in the Owner column.
- Renter occupied	Total of 01/40 in the Renter column.
- Not yet initiated	Total of 02, 03, 04, 50-59, 70, and 76 columns.
- Cancelled	Total of 71-75, 77, and 78 columns.

Folders with the Segment Listing Forms are to be transmitted to the regional office for review via an SO-3, using Priority Mail.

5.6.3 CONTROL AND TRANSMITTAL - Housing Transmittal Listing

Housing Transmittal Listing

Schedules will be received from Washington with a four-part transmittal listing and control form which lists all schedules contained in the package. A separate transmittal form is computer-generated for each Assignment Number in the panel.

Upon receipt of the transmittal listing from Washington, a check should be made to ensure that all schedules listed by unit code/schedule number have been received. If any schedules are missing, then contact your Field Manager or regional office so that Washington can regenerate the individual missing schedules. Every attempt should be made to make this request before the collection month begins.

When returning schedules to Washington, place a check beside each schedule number being returned, and include the transmittal form in the package. An SO-3 may also be used for transmittals. Schedules should be returned in the Transacs provided by the Washington Office or by franked envelope using priority mail. On certain dates indicated in the Transmittal Calendar, housing schedules must be sent via Special Courier. All completed housing schedules should be transmitted as early in the month as possible, and may be included with any C&S transmittal in separate batches.

5.7 PROGRESS REPORTING

During certain activities, particularly periodic revisions, Field Representatives will be required to report progress to the Field Manager or regional office for a specific period, usually once a week. Progress reporting procedures for a collection activity will be outlined in a monthly operations memorandum or in a supplemental operations memorandum.

The SO-559, Segment Assignment and Transmittal Control Form, serves as a record of progress during the first 6 months of initiation or augmentation in a PSU. Field Representatives must maintain an accurate and current record of work completed, and when required, provide punctual reports to the Field Manager or regional office.

5.8.1 COMMUNICATIONS - SO-608A Information/Clarification Request

Technical and operational problems should be referred to the Field Manager or regional office for resolution. In those instances when National Office direction is required and an immediate response is sought, the question will be relayed via the Regional Office to the Office of Field Operations by telephone. In other instances, when time is less critical, the Field Representative will be instructed to prepare an SO-608A, Information/Clarification Request.

SO-608A Information/Clarification Request

This is the primary communication vehicle between Field Representatives and the Washington Office. SO-608A's are maintained on a computer file in the national office for the purpose of verifying and comparing responses and tabulating problem occurences to determine if procedural modifications are required. Therefore, it is essential that SO-608A's are written legibly, and contain all relevent identifying information and a clearly stated text. To ensure an accurate and timely response, carefully complete the required information.

- Region	Enter Region number
- Field Representative Name	Enter 5 - digit Field Representative code.
- Year/Month (YYMM)	Pricing year and month (8901, 8902, etc.)
- Schedule Number	Enter 7 digit unit code.
- Survey	Check "CPI" and write in "Housing".
- PSU	Name and Number
- Pricing Period	Enter panel number.
- Reply	Check no reply requested, if appropriate.

A form should be completed for each separate topic, that is, do not include multiple, unrelated questions on one form. If one question applies to several schedules, write one SO-608A and include the schedule numbers on the top line(s) in the text of the message. Do NOT attach the SO-608A to the schedules.

5.8.1 COMMUNICATIONS - SO-608A Information/Clarification Request (Continued)

Complete all header information regardless of any duplication in the text or in attachments. Unclear SO-608A's will be returned unanswered. Most SO-608A's will be responded to by means of a computerized message after the original form is keyed in. The SO-608A reply will include the question as well as the answer.

Although SO-608A's are included with the schedules in the same transmittal, the schedules are separated (so they can be keyed) before the SO-608A's are answered. The Commodity Analyst does not have the schedule in hand when receiving an SO-608A and will not know what schedule it refers to unless you put the identifying information on it. Every attempt will be made to reply to an SO-608A in less than six months in order to provide any relevant information to the Field Representative before the next collection panel. The best time to notify your Field Manager or regional office about late SO-608A responses is before the collection month begins, so that a request to Washington can be made and reply received before the end of the panel.

5.8.2 COMMUNICATIONS - Field Messages to Washington

Comments of 128 characters or less pertaining to a specific schedule should be entered in the "Field Message" section of the initiation or repricing schedule. If necessary, the commodity analyst will reply in the "Commodity Message" line of the schedule on the next collection panel. Field messages will reappear only once. If the message is to be a permanent part of the schedule, it should be entered in "Permanent Special Instructions". Use an SO-608A if necessary for messages longer than 128 characters.

5.8.3 COMMUNICATIONS - End-of-Survey Reports

Field Managers will submit an end-of-survey report at the conclusion of the listing phase of the survey, at the conclusion of the six month initiation or augmentation period, and periodically upon request during repricing. Each Field Representative should keep notes on the conduct of the survey, particularly procedural or operational problems, suggestions for improvements, or any information deemed relevant for inclusion in the overall PSU report.

However, write an SO-608A for any question you may have that needs a response which applies to the collection effort with one or more housing unit(s). Do NOT ask questions which require a response from Washington in an end-of-survey report.

5.8.4 COMMUNICATIONS - CPI Narrative Reports

One of the ways in which the field staff is able to communicate with the Washington and regional offices is through narrative reports. The information in CPI narratives is used to keep commodity analysts and regional staff informed of housing trends in the PSU. The narratives also provide Field Representatives and Field Managers with the opportunity to comment on survey procedures, forms etc. and any other issues that impact CPI data collection. Do not ask questions in a narrative report which require a response from Washington.

When preparing narratives, include comments in the Housing section regarding Housing forms, procedures, the Housing DCM, and information at the PSU level which focuses on factors which explain movements in rents and shelter costs.

Housing topics include:

1. Construction of rental housing
2. Construction of single-family housing
3. Local vacancy rates
4. Incentives to rent
5. Data collection knacks
6. Comments on procedures, forms, and the DCM
7. Issues regarding housing data collection

The PSU narrative is prepared at the end of each on-cycle month for C & S. The specific deadline is contained in the monthly CPI Operations Memorandum. Additional instructions on preparing narrative reports are found in the C & S Data Collection Manual.

5.9 TIME REPORTING

Accurate reporting of time spent on various phases of the survey is extremely important for both regional and national planning and monitoring purposes. All time should be reported using the appropriate PAS codes as listed in the monthly operations memorandum. Regional supervisors will provide instructions on completion of the SO-1 Staff Utilization time reporting form and the appropriate activity codes.

Therefore, Field Representatives need to keep track of productive schedules completed, refusals, and other nonproductive schedules. More detailed reporting may be requested by the Field Manager for categories such as response code, type of schedule, and type of contact (personal visit or telephone).

5.10 CONFIDENTIALITY - VOLUNTARY PARTICIPATION - DISCLOSING BURDEN (See also Section 5.4.2 and Appendix E.7)

The Bureau pledges to each respondent that their identities and the information provided will be kept confidential and revealed to no one without their consent. Each Field Representative, as a condition of employment, agrees to and signs an oath to uphold this confidentiality pledge.

It is incumbent on Field Representatives to safeguard all respondent-identified materials in their possession from family, friends, or neighbors. It is not permissable for a family member or a friend to accompany a Field Representative during initiation or repricing visits. When not in use, all respondent-identifiable material such as schedules or listings should be placed out of sight in a desk, file cabinet, or box.

When conducting the survey, care should be taken to protect the identity of respondents. A non-identifying answer such as "I am taking a survey" should be given to curious neighbors or passers-by. Any materials containing respondent or address listings that are to be discarded must be packaged separately and transmitted to the regional office staff responsible for disposal of confidential materials.

As stated in Section 5.4.2 for Introducing the Survey, Field Representatives are required to inform respondents that participation in the survey is voluntary. The following guidelines should be used to fulfill this requirement:

1. During the introduction, the respondent must always be informed verbally, in an initial contact, of the voluntary and confidential nature of the survey and the anticipated burden (amount of time) for participation in the survey, which is preprinted at the top of each schedule. This means that a respondent must always be informed during initiation of a housing unit and during reinitiation of a housing unit due to change of occupant (normally a change of renter within the previous six months or change of owner within the previous year). Respondents who represent several units, e.g., apartment managers, need be informed only during the initial contact, not for each initiation or reinitiation of a unit in the complex.

2. Reiterating the voluntary nature of the survey is not required for each repricing of a housing unit. This means that once initiation has been conducted and the initial responding member of the household has been informed, the requirement is fulfilled.

3. Field Representaives are always required to respond affirmatively when asked if participation is voluntary.

5.11 QUALITY ASSESSMENT

The Bureau has two quality assessment activities for the Consumer Price Index:

- **Process Audit** - entails the independent relisting of segments and reinterview of housing units for a systematic sample nationwide. This activity is designed to identify and rectify problems in the collection process attributable to the procedures, forms, definitions, or training deficiencies.

- **Data Collection Assessment** - entails both observation and reinterviews of a sample of units in each Field Representative's assignment. It is designed to assess and maintain individual technical competence subsequent to certification. The annual assessment of ongoing work for each Field Representative for each survey is one aspect of overall performance evaluation. Field Representatives will be provided feedback on the results of these activities.

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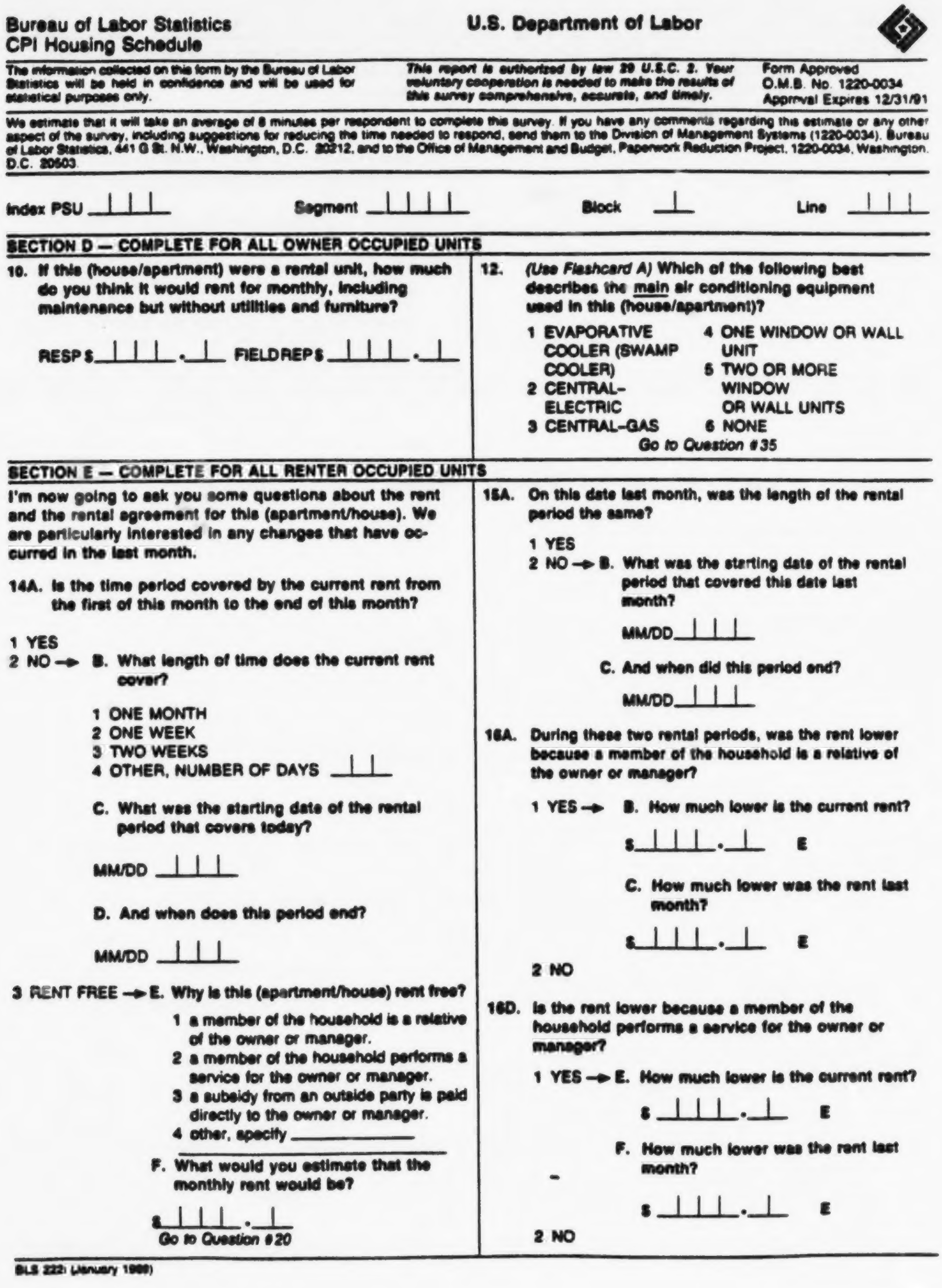
A.1 CPI Housing Initiation Schedule (BLS 222i)



Bureau of Labor Statistics
CPI Housing Schedule

U.S. Department of Labor

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Form Approved
O.M.B. No. 1220-0034
Approval Expires 12/31/91

We estimate that it will take an average of 8 minutes per respondent to complete this survey. If you have any comments regarding this estimate or any other aspect of the survey, including suggestions for reducing the time needed to respond, send them to the Division of Management Systems (1220-0034), Bureau of Labor Statistics, 441 G St. N.W., Washington, D.C. 20212, and to the Office of Management and Budget, Paperwork Reduction Project, 1220-0034, Washington, D.C. 20503.

Index PSU ____ **Segment** ____ **Block** ____ **Line** ____

SECTION D — COMPLETE FOR ALL OWNER OCCUPIED UNITS

10. If this (house/apartment) were a rental unit, how much do you think it would rent for monthly, including maintenance but without utilities and furniture?

RESP $____.____ FIELDREP $____.____

12. ***(Use Flashcard A)*** **Which of the following best describes the main air conditioning equipment used in this (house/apartment)?**

1 EVAPORATIVE COOLER (SWAMP COOLER)
2 CENTRAL-ELECTRIC
3 CENTRAL-GAS
4 ONE WINDOW OR WALL UNIT
5 TWO OR MORE WINDOW OR WALL UNITS
6 NONE

Go to Question #35

SECTION E — COMPLETE FOR ALL RENTER OCCUPIED UNITS

I'm now going to ask you some questions about the rent and the rental agreement for this (apartment/house). We are particularly interested in any changes that have occurred in the last month.

14A. Is the time period covered by the current rent from the first of this month to the end of this month?

1 YES
2 NO → **B. What length of time does the current rent cover?**

1 ONE MONTH
2 ONE WEEK
3 TWO WEEKS
4 OTHER, NUMBER OF DAYS ____

C. What was the starting date of the rental period that covers today?

MM/DD ____

D. And when does this period end?

MM/DD ____

3 RENT FREE → **E. Why is this (apartment/house) rent free?**

1 a member of the household is a relative of the owner or manager.
2 a member of the household performs a service for the owner or manager.
3 a subsidy from an outside party is paid directly to the owner or manager.
4 other, specify ____________

F. What would you estimate that the monthly rent would be?

$____.____

Go to Question #20

15A. On this date last month, was the length of the rental period the same?

1 YES
2 NO → **B. What was the starting date of the rental period that covered this date last month?**

MM/DD ____

C. And when did this period end?

MM/DD ____

16A. During these two rental periods, was the rent lower because a member of the household is a relative of the owner or manager?

1 YES → **B. How much lower is the current rent?**

$____.____ E

C. How much lower was the rent last month?

$____.____ E

2 NO

16D. Is the rent lower because a member of the household performs a service for the owner or manager?

1 YES → **E. How much lower is the current rent?**

$____.____ E

F. How much lower was the rent last month?

$____.____ E

2 NO

BLS 222i (January 1989)

A.1 CPI Housing Initiation Schedule (BLS 222I) - (Continued)

Index PSU ___ ___ ___ Segment ___ ___ ___ ___ Block ___ Line ___ ___ ___ Page 2

16G. Is the rent lower because of a subsidy from an outside party paid directly to the owner or manager? For example Section 8 Housing.

1 YES → H. How much lower is the current rent?

$ ___ ___ ___ . ___ E

I. How much lower was the rent last month?

$ ___ ___ ___ . ___ E

2 NO

17. (After the rent has been lowered) How much is the rent for this (apartment/house) for the current time period?

$ ___ ___ ___ . ___

18. (After the rent had been lowered) How much was the rent on this date last month?

$ ___ ___ ___ . ___

19. I have that the current rent is (not lowered/lowered by $ ____) and that this (lowered) rent is $ ____ . I also have that the previous rent was (not lowered/lowered by $ ____) and that this (lowered) rent was $____ . Is this correct?
(Make any necessary corrections)

20A. Excluding any refundable deposits, is there an extra charge in effect today paid to the owner or manager for any of the following?

PAID LAST CP	EXTRA CHARGE	YES	NO	OUT OF SEASON	AMOUNT	MO	YR	ONE TIME	OTHER, SPECIFY
	1 Parking	Y	N	OS	$ ___ ___ ___ . ___	1	2	3	4
	2 Pets	Y	N	OS	$ ___ ___ ___ . ___	1	2	3	4
	3 Swimming Pool	Y	N	OS	$ ___ ___ ___ . ___	1	2	3	4
	4 Air Conditioning	Y	N	OS	$ ___ ___ ___ . ___	1	2	3	4

20B. Are there any other services or facilities for which an extra charge is paid to the owner or manager?

	5 Other, specify	Y	N	OS	$ ___ ___ ___ . ___	1	2	3	4

SPECIFY ____

MESSAGE ____

21. (*If any extra charges are reported, ask for each extra charge*) Is the extra charge for ______ included in the rent amount you gave me?

1 YES
2 NO
SPECIFY ____

Index PSU ⊥⊥⊥ Segment ⊥⊥⊥⊥ Block ⊥ Line ⊥⊥⊥ Page 3

Now we want to know whether or not the owner provides certain items covered by the rent (OR ONE OF THE EXTRA CHARGES PAID).

22A. Does the owner pay for all or most of the electricity?

1 YES
2 NO
3 NO ELECTRICITY

23A. Does this (apartment/house) have natural gas?

1 YES → B. Does the owner pay for all or most of it?

1 YES
2 NO

2 NO

24A. Does this (apartment/house) have fuel oil or kerosene?

1 YES → B. Does the owner pay for all or most of it?

1 YES
2 NO

2 NO

25A. Does this (apartment/house) have LP gas (BOTTLED OR TANK), coal, or firewood?

1 YES → B. Which ones?

1 LP GAS
2 COAL
3 FIREWOOD

C. Does the owner pay for all or most of it?

1 YES
2 NO
(If more than one fuel is used and the owner does not pay for all or none)

SPECIFY ____________________

2 NO

26A. Does the owner pay for all or most of the cost for water and sewer or septic system?

1 YES
2 WATER ONLY
3 SEWER ONLY
4 NO
5 NO WATER/SEWER

27. Does the owner provide a ____ ?

	YES	NO	
A.	1	2	Refrigerator
B.	1	2	Stove for cooking
C.	1	2	Dishwasher
D.	1	2	Garbage disposal
E.	1	2	Non-coin operated washer
F.	1	2	Non-coin operated dryer *(If Yes)* Is the dryer gas or electric?

G. 1 — GAS 2 — ELECTRIC

28A. Is there any furniture provided by the owner?

1 YES → B. Is all or most of the furniture provided?

1 YES
2 NO

2 NO

29A. Would major maintenance service be provided if needed?

1 YES
2 NO

30A. Is parking provided off of the street?

1 YES
2 NO

31A. Is a swimming pool provided?

1 YES
2 NO

32. Are there any other recreational facilities provided?

1 YES, SPECIFY ____________________
2 NO

33A. *(ASK IN RENT CONTROL PSU's ONLY)* Is this (apartment/house) subject to any government programs that limit the rent that the owner can charge such as rent control or rent stabilization? *(This is not the same as section 8 Housing)*

1 YES → B. Is the program called rent control, rent stabilization, or something else?

1 RENT CONTROL
2 RENT STABILIZATION
3 OTHER, SPECIFY ____________________

2 NO → C. Was this (apartment/house) under any program of this in the past year?

1 YES
2 NO

34A. *(Use Flashcard A)* Which of the following best describes the main air conditioning equipment used in this (apartment/house)?

1 EVAPORATIVE COOLER (SWAMP COOLER)
2 CENTRAL — ELECTRIC
3 CENTRAL — GAS
4 ONE WINDOW OR WALL UNIT
5 TWO OR MORE WINDOW OR WALL UNITS
6 NONE *(SKIP 34B)*

B. Does the owner provide this equipment?

1 YES
2 NO

A.1 CPI Housing Initiation Schedule (BLS 222I) - (Continued)

Index PSU ___ Segment ___ Block ___ Line ___ Page 4

SECTION F—COMPLETE FOR ALL OCCUPIED UNITS

35A. *(Use Flashcard B)* **Which of the following best describes the main heating equipment used in this (apartment/house)?**

1 CENTRAL HEAT
2 ROOM HEATERS
3 NO HEAT

36. *(Use Flashcard C)* **Which of these fuels is the main fuel used for:**

A. HEATING?	B. COOKING?	C. HOT WATER?	
1	1	1	Electricity
2	2	2	Natural Gas
3	3	3	LP Gas
4	4	4	Fuel Oil/Kerosene
5	5	5	Coal
6	6	6	Firewood/Charcoal
7	7	7	Solar
8	8	8	Other, specify

SPECIFY ___

9	9	9	None

37. **How many bedrooms are there in this (apartment/house)?**

___

38A. **How many full bathrooms** (TOILET, SINK, AND (TUB OR SHOWER)) **are there in this (apartment/house))?**

___

B. **How many half bathrooms** (ANY TWO OF TOILET, SINK, AND (TUB OR SHOWER)) **are there?**

___

39. **Excluding bedrooms, bathrooms, and any unfinished rooms, How many other rooms are there?**

___

40. **To your knowledge, has the total number of rooms or bathrooms changed in the last year?**

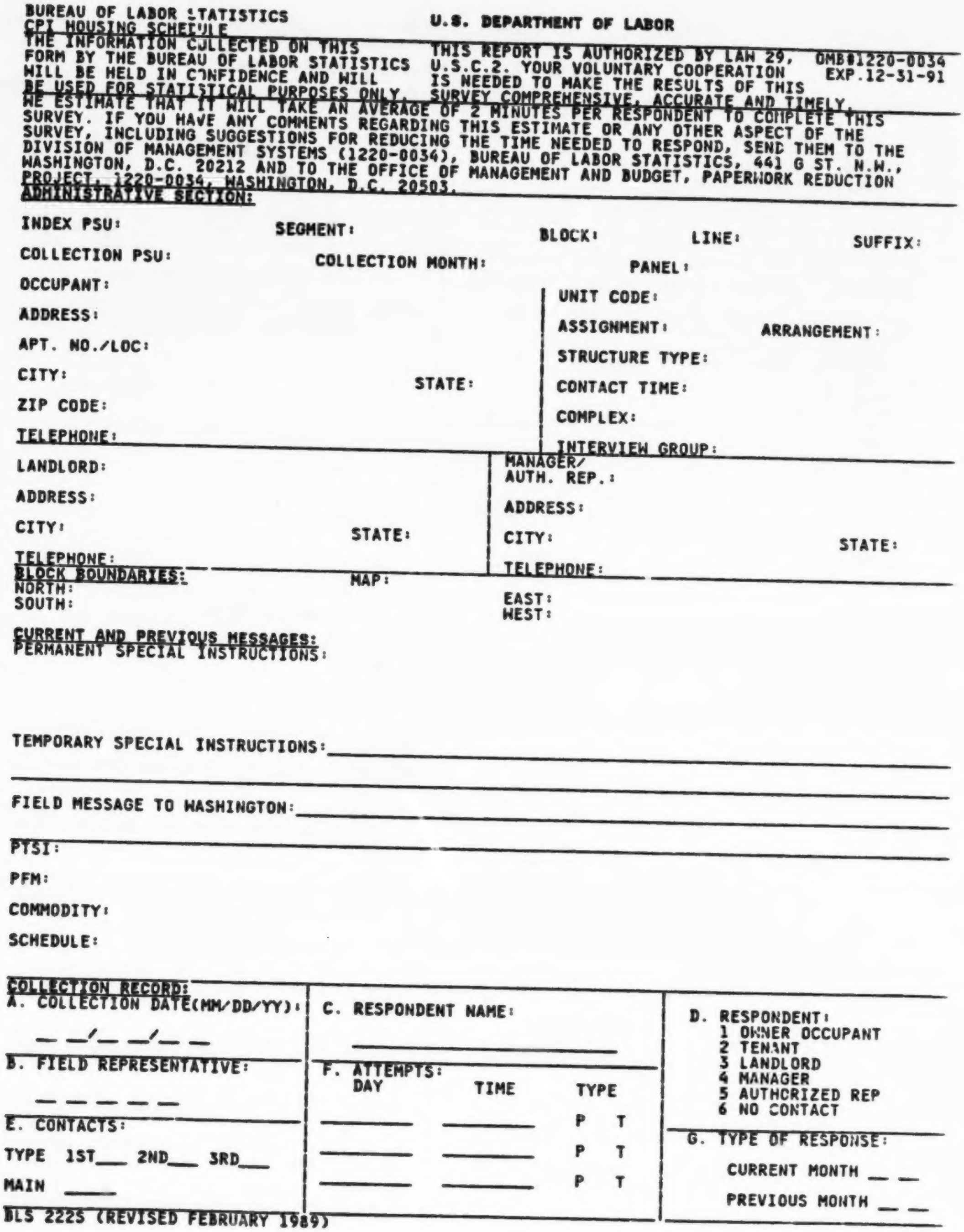
1 YES, EXPLAIN ___
2 NO

41. **How many people live in this (apartment/house)?**

42. *(Use Flashcard D)* **Which group letter best describes the total combined yearly income of all the people living in this (apartment/house)?**

A	$0 — $4999	G	$30000 — $39999
B	$5000 — $9999	H	$40000 — $49999
C	$10000 — $14999	I	$50000 — $74999
D	$15000 — $19999	J	$75000 AND ABOVE
E	$20000 — $24999	K	
F	$25000 — $29999		

A.2 CPI Housing Screening Schedule (BLS 222S)



BUREAU OF LABOR STATISTICS
CPI HOUSING SCHEDULE

U.S. DEPARTMENT OF LABOR

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29, U.S.C.2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE AND TIMELY.

OMB#1220-0034
EXP.12-31-91

WE ESTIMATE THAT IT WILL TAKE AN AVERAGE OF 2 MINUTES PER RESPONDENT TO COMPLETE THIS SURVEY. IF YOU HAVE ANY COMMENTS REGARDING THIS ESTIMATE OR ANY OTHER ASPECT OF THE SURVEY, INCLUDING SUGGESTIONS FOR REDUCING THE TIME NEEDED TO RESPOND, SEND THEM TO THE DIVISION OF MANAGEMENT SYSTEMS (1220-0034), BUREAU OF LABOR STATISTICS, 441 G ST. N.W., WASHINGTON, D.C. 20212 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT, 1220-0034, WASHINGTON, D.C. 20503.

ADMINISTRATIVE SECTION:

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX:
COLLECTION PSU: COLLECTION MONTH: PANEL:

OCCUPANT:
ADDRESS:
APT. NO./LOC:
CITY: STATE:
ZIP CODE:
TELEPHONE:

UNIT CODE:
ASSIGNMENT: ARRANGEMENT:
STRUCTURE TYPE:
CONTACT TIME:
COMPLEX:
INTERVIEW GROUP:

LANDLORD:
ADDRESS:
CITY: STATE:
TELEPHONE:

MANAGER/
AUTH. REP.:
ADDRESS:
CITY: STATE:
TELEPHONE:

BLOCK BOUNDARIES: MAP:
NORTH:
SOUTH:
EAST:
WEST:

CURRENT AND PREVIOUS MESSAGES:
PERMANENT SPECIAL INSTRUCTIONS:

TEMPORARY SPECIAL INSTRUCTIONS:

FIELD MESSAGE TO WASHINGTON:

PTSI:
PFM:
COMMODITY:
SCHEDULE:

COLLECTION RECORD:

A. COLLECTION DATE(MM/DD/YY): _ _/_ _/_ _

B. FIELD REPRESENTATIVE: _ _ _ _ _

E. CONTACTS:
TYPE 1ST___ 2ND___ 3RD___
MAIN ____

C. RESPONDENT NAME: __________

F. ATTEMPTS:

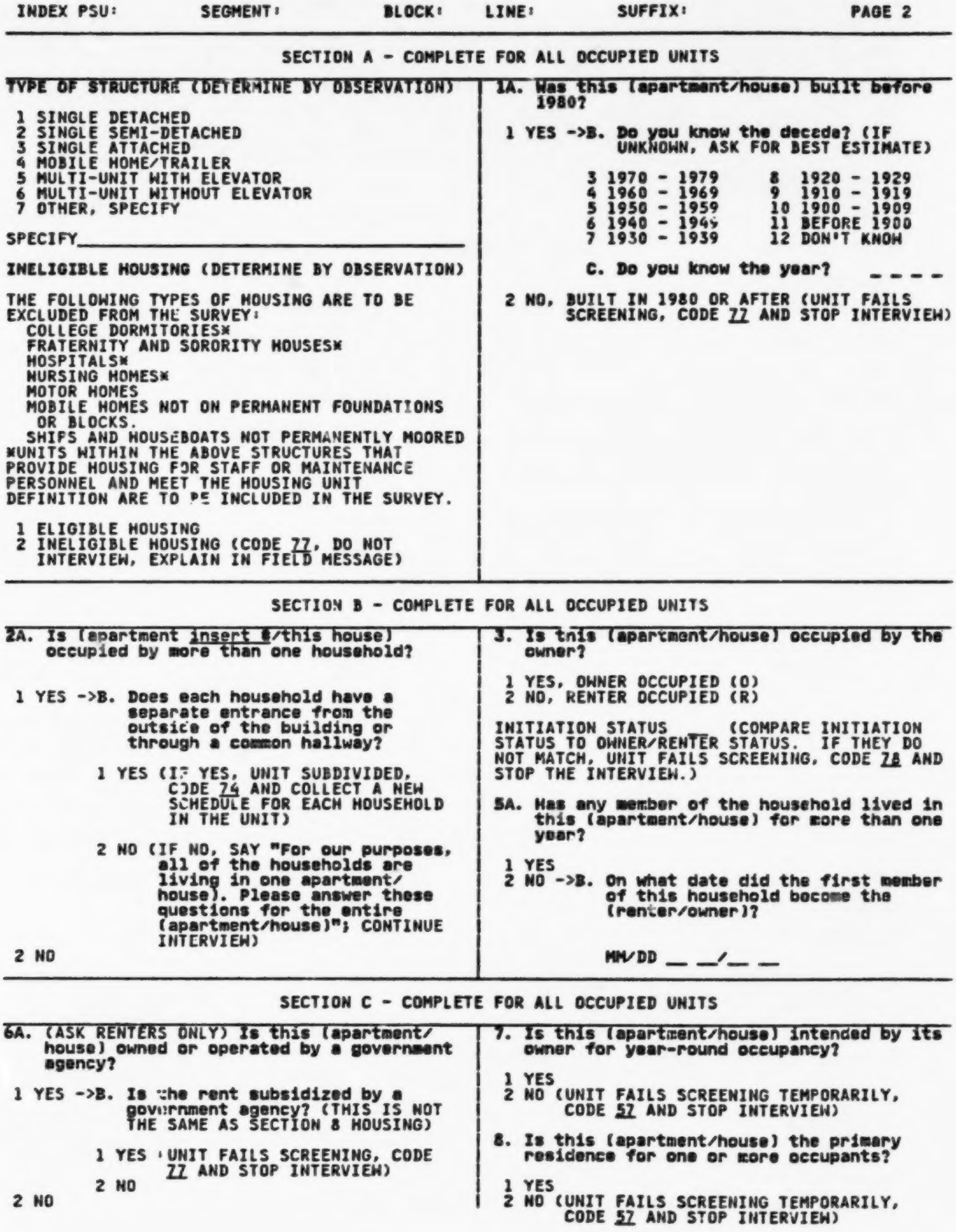
DAY	TIME	TYPE
____	____	P T
____	____	P T
____	____	P T

D. RESPONDENT:
1 OWNER OCCUPANT
2 TENANT
3 LANDLORD
4 MANAGER
5 AUTHORIZED REP
6 NO CONTACT

G. TYPE OF RESPONSE:
CURRENT MONTH _ _
PREVIOUS MONTH _ _

BLS 222S (REVISED FEBRUARY 1989)

A.2 CPI Housing Screening Schedule (BLS 222S) - (Continued)



INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 2

SECTION A - COMPLETE FOR ALL OCCUPIED UNITS

TYPE OF STRUCTURE (DETERMINE BY OBSERVATION)

1 SINGLE DETACHED
2 SINGLE SEMI-DETACHED
3 SINGLE ATTACHED
4 MOBILE HOME/TRAILER
5 MULTI-UNIT WITH ELEVATOR
6 MULTI-UNIT WITHOUT ELEVATOR
7 OTHER, SPECIFY

SPECIFY________________________________

INELIGIBLE HOUSING (DETERMINE BY OBSERVATION)

THE FOLLOWING TYPES OF HOUSING ARE TO BE EXCLUDED FROM THE SURVEY:
COLLEGE DORMITORIES*
FRATERNITY AND SORORITY HOUSES*
HOSPITALS*
NURSING HOMES*
MOTOR HOMES
MOBILE HOMES NOT ON PERMANENT FOUNDATIONS OR BLOCKS.
SHIPS AND HOUSEBOATS NOT PERMANENTLY MOORED
*UNITS WITHIN THE ABOVE STRUCTURES THAT PROVIDE HOUSING FOR STAFF OR MAINTENANCE PERSONNEL AND MEET THE HOUSING UNIT DEFINITION ARE TO BE INCLUDED IN THE SURVEY.

1 ELIGIBLE HOUSING
2 INELIGIBLE HOUSING (CODE 77, DO NOT INTERVIEW, EXPLAIN IN FIELD MESSAGE)

1A. Was this (apartment/house) built before 1980?

1 YES ->B. Do you know the decade? (IF UNKNOWN, ASK FOR BEST ESTIMATE)

3 1970 - 1979
4 1960 - 1969
5 1950 - 1959
6 1940 - 1949
7 1930 - 1939
8 1920 - 1929
9 1910 - 1919
10 1900 - 1909
11 BEFORE 1900
12 DON'T KNOW

C. Do you know the year? _ _ _ _

2 NO, BUILT IN 1980 OR AFTER (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)

SECTION B - COMPLETE FOR ALL OCCUPIED UNITS

2A. Is (apartment insert #/this house) occupied by more than one household?

1 YES ->B. Does each household have a separate entrance from the outside of the building or through a common hallway?

1 YES (IF YES, UNIT SUBDIVIDED, CODE 74 AND COLLECT A NEW SCHEDULE FOR EACH HOUSEHOLD IN THE UNIT)

2 NO (IF NO, SAY "For our purposes, all of the households are living in one apartment/house). Please answer these questions for the entire (apartment/house)"; CONTINUE INTERVIEW)

2 NO

3. Is this (apartment/house) occupied by the owner?

1 YES, OWNER OCCUPIED (O)
2 NO, RENTER OCCUPIED (R)

INITIATION STATUS __ (COMPARE INITIATION STATUS TO OWNER/RENTER STATUS. IF THEY DO NOT MATCH, UNIT FAILS SCREENING, CODE 78 AND STOP THE INTERVIEW.)

5A. Has any member of the household lived in this (apartment/house) for more than one year?

1 YES
2 NO ->B. On what date did the first member of this household become the (renter/owner)?

MM/DD __ __/__ __

SECTION C - COMPLETE FOR ALL OCCUPIED UNITS

6A. (ASK RENTERS ONLY) Is this (apartment/house) owned or operated by a government agency?

1 YES ->B. Is the rent subsidized by a government agency? (THIS IS NOT THE SAME AS SECTION 8 HOUSING)

1 YES (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)
2 NO

2 NO

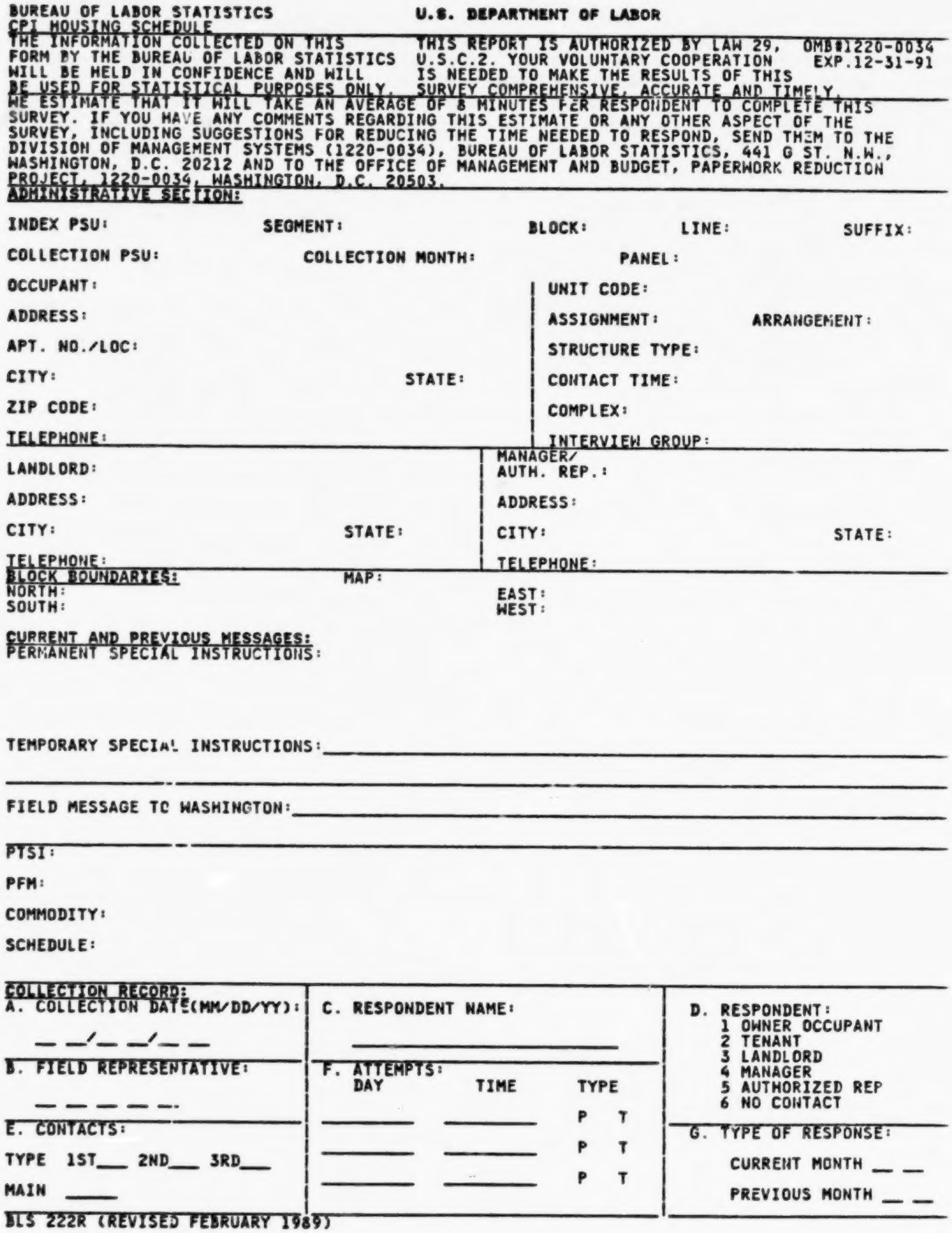
7. Is this (apartment/house) intended by its owner for year-round occupancy?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

8. Is this (apartment/house) the primary residence for one or more occupants?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

A.3 CPI Housing Repricing Schedule (BLS 222R)



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR

CPI HOUSING SCHEDULE

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29, U.S.C.2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE AND TIMELY.

OMB#1220-0034
EXP.12-31-91

WE ESTIMATE THAT IT WILL TAKE AN AVERAGE OF 8 MINUTES PER RESPONDENT TO COMPLETE THIS SURVEY. IF YOU HAVE ANY COMMENTS REGARDING THIS ESTIMATE OR ANY OTHER ASPECT OF THE SURVEY, INCLUDING SUGGESTIONS FOR REDUCING THE TIME NEEDED TO RESPOND, SEND THEM TO THE DIVISION OF MANAGEMENT SYSTEMS (1220-0034), BUREAU OF LABOR STATISTICS, 441 G ST. N.W., WASHINGTON, D.C. 20212 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT, 1220-0034, WASHINGTON, D.C. 20503.

ADMINISTRATIVE SECTION:

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX:

COLLECTION PSU: COLLECTION MONTH: PANEL:

OCCUPANT:	UNIT CODE:
ADDRESS:	ASSIGNMENT: ARRANGEMENT:
APT. NO./LOC:	STRUCTURE TYPE:
CITY: STATE:	CONTACT TIME:
ZIP CODE:	COMPLEX:
TELEPHONE:	INTERVIEW GROUP:

LANDLORD:	MANAGER/ AUTH. REP.:
ADDRESS:	ADDRESS:
CITY: STATE:	CITY: STATE:
TELEPHONE:	TELEPHONE:

BLOCK BOUNDARIES: MAP:
NORTH: EAST:
SOUTH: WEST:

CURRENT AND PREVIOUS MESSAGES:
PERMANENT SPECIAL INSTRUCTIONS:

TEMPORARY SPECIAL INSTRUCTIONS:______

FIELD MESSAGE TO WASHINGTON:______

PTSI:

PFM:

COMMODITY:

SCHEDULE:

COLLECTION RECORD:

A. COLLECTION DATE(MM/DD/YY): __ __/__ __/__ __	C. RESPONDENT NAME: ______	D. RESPONDENT: 1 OWNER OCCUPANT 2 TENANT 3 LANDLORD 4 MANAGER 5 AUTHORIZED REP 6 NO CONTACT
B. FIELD REPRESENTATIVE: __ __ __ __ __ __	F. ATTEMPTS: DAY TIME TYPE ______ ______ P T ______ ______ P T ______ ______ P T	
E. CONTACTS: TYPE 1ST___ 2ND___ 3RD___ MAIN _____		G. TYPE OF RESPONSE: CURRENT MONTH __ __ PREVIOUS MONTH __ __

BLS 222R (REVISED FEBRUARY 1989)

A.3 CPI Housing Repricing Schedule (BLS 222R) - (Continued)

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 2

SECTION B - COMPLETE FOR ALL OCCUPIED UNITS

2A. Is (apartment insert #/this house) occupied by more than one household?

1 YES ->B. Does each household have a separate entrance from the outside of the building or through a common hallway?

1 YES (IF YES, UNIT SUBDIVIDED, CODE 74 AND COLLECT A NEW SCHEDULE FOR EACH HOUSEHOLD IN THE UNIT)

2 NO (IF NO, SAY, "For our purposes, all of the households are living in one (apartment/house). Please answer these questions for the entire (apartment/house)."; CONTINUE INTERVIEW

2 NO

3. Is this (apartment/house) occupied by the owner?

1 YES, OWNER OCCUPIED
2 NO, RENTER OCCUPIED

NOTE: IF OWNER/RENTER STATUS HAS CHANGED, REINITIATE

5A. Has any member of the household lived in this (apartment/house) for more than one year?

1 YES
2 NO ->B. On what date did the first member of this household become the (renter/owner)?

MM/DD __ __/__ __

CHECK THE APPROPRIATE BOX, FOLLOW DIRECTIONS
( ) - REINITIATING UNIT, GO TO SECTION C
( ) - REPRICING UNIT - CHECK APPROPRIATE BOX
  ( ) - OWNER/RENTER STATUS CHANGED REINITIATE, GO TO SECTION C
  ( ) - OWNER LESS THAN 12 MONTHS REINITIATE, GO TO SECTION C
  ( ) - OWNER, 12 OR MORE MONTHS REPRICE, GO TO SECTION D
  ( ) - RENTER, LESS THAN 1 MONTH REINITIATE, GO TO SECTION C OBTAIN PREVIOUS MONTH'S RENT FROM OWNER/MANAGER
  ( ) - RENTER, LESS THAN 6 MONTHS REINITIATE, GO TO SECTION C
  ( ) - RENTER, 6 OR MORE MONTHS REPRICE, GO TO SECTION E - PAGE 3

SECTION C - COMPLETE FOR ALL OCCUPED UNITS AT REINITIATION

6A. (ASK RENTERS ONLY) Is this (apartment/house) owned or operated by a government agency?

1 YES ->B. Is the rent subsidized by a government agency? (THIS IS NOT THE SAME AS SECTION 8 HOUSING)

1 YES (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)

2 NO

2 NO

7. Is this (apartment/house) intended by its owner for year-round occupancy?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

8. Is this (apartment/house) the primary residence for one or more occupants?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

SECTION D - COMPLETE FOR ALL OWNER OCCUPIED UNITS

10. If this (house/apartment) were a rental unit, how much do you think it would rent for monthly, including maintenance but without utilities and furniture?

RESP $_ _ _ _._ _

FIELD REP $_ _ _ _ ._ _

12. (USE FLASHCARD A) Which of the following best describes the main air conditioning equipment used in this (house/apartment)?

1 EVAPORATIVE COOLER (SWAMP COOLER)
2 CENTRAL - ELECTRIC
3 CENTRAL - GAS
4 ONE WINDOW OR WALL UNIT
5 TWO OR MORE WINDOW OR WALL UNITS
6 NONE

IF REINITIATION OR STATED IN INSTRUCTIONS COMPLETE SECTION F. OTHERWISE STOP.

A.3 CPI Housing Repricing Schedule (BLS 222R) - (Continued)

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 3

SECTION E - COMPLETE FOR ALL RENTER OCCUPIED UNITS

I'm now going to ask you some questions about the rent and the rental agreement for this (apartment/house). We are particularly interested in any changes that have occured in the last month.

14A. Is the time period covered by the current rent from the first of this month to the end of this month?

1 YES
2 NO ->B. What length of time does the current rent cover?

1 ONE MONTH
2 ONE WEEK
3 TWO WEEKS
4 OTHER, NUMBER OF DAYS __ __ __

C. What was the starting date of the the rental period that covers today?

MM/DD __ __/__ __

D. And when does this period end?

MM/DD __ __/__ __

3 RENT FREE ->E. Why is this (apartment/house) rent free?

1 A member of the household is a relative of the owner or manager.
2 A member of the household performs a service for the owner or manager.
3 A subsidy from an outside party is paid directly to the owner or manager.
4 Other, specify

____

____

F. What would you estimate that the monthly rent would be?

$__ __ __ __.__ __

GO TO QUESTION #20

15A. On this date last month, was the length of the rental period the same?

1 YES
2 NO ->B. What was the starting date of the rental period that covered this date last month?

MM/DD __ __/__ __

C. And when did this period end?

MM/DD __ __/__ __

16A. During these two rental periods, was the rent lower because a member of the household is a relative of the owner or manager?

1 YES ->B. How much lower is the current rent?

$__ __ __ __.__ __ E

C. How much lower was the rent last month?

$__ __ __ __.__ __ E

2 NO

D. Is the rent lower because a member of the household performs a service for the owner or manager?

1 YES ->E. How much lower is the current rent?

$__ __ __ __.__ __ E

F. How much lower was the rent last month?

$__ __ __ __.__ __ E

2 NO

G. Is the rent lower because of a subsidy from an outside party paid directly to the owner or manager? For example Section 8 Housing.

1 YES ->H. How much lower is the current rent?

$__ __ __ __.__ __ E

I. How much lower was the rent last month?

$__ __ __ __.__ __ E

2 NO

17. (After the rent has been lowered) How much is the rent for this (apartment/house) for the current time period?

$__ __ __ __.__ __

18. (After the rent had been lowered) How much was the rent on this date last month?

$__ __ __ __.__ __

19. I have that the current rent is (not lowered/lowered by $____) and that this (lowered) rent is $____. I also have that the previous rent was (not lowered/lowered by $____) and that this (lowered) rent was $____. Is this correct? (MAKE ANY NECESSARY CORRECTIONS)

A.3 CPI Housing Repricing Schedule (BLS 222R) - (Continued)

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 4

20A. Excluding any refundable deposits, is there an extra charge in effect today paid to the owner or manager for any of the following?

PAID LAST CP	EXTRA CHARGE	YES	NO	OUT OF SEASON	AMOUNT	MO	YR	ONE TIME	OTHER SPECIFY
	1 Parking	Y	N	OS	$____.__	1	2	3	4
	2 Pets	Y	N	OS	$____.__	1	2	3	4
	3 Swimming Pool	Y	N	OS	$____.__	1	2	3	4
	4 Air Conditioning	Y	N	OS	$____.__	1	2	3	4

20B. Are there any other services or facilities for which an extra charge is paid to the owner or manager?

	5 Other,spec.	Y	N	OS	$____.__	1	2	3	4

SPECIFY________________________________

FOR THOSE MARKED WITH * THAT ARE NOT PAID THIS TIME PERIOD, OBTAIN THE PRICE INFORMATION FROM THE OWNER OR MANAGER AND REPORT IN THE AMOUNT COLUMN. IF THE AMOUNT OF THE EXTRA CHARGE IS NOT AVAILABLE, ENTER AN "X" IN THE AMOUNT COLUMN.

MESSAGE________________________________

21. (IF ANY EXTRA CHARGES ARE REPORTED, ASK FOR EACH EXTRA CHARGE) Is the extra charge for ____ included in the rent amount you gave me?

1 YES
2 NO
SPECIFY________________________________

Now we want to know whether or not the owner provides certain items covered by the rent (or one of the extra charges paid.)

22A. Does the owner pay for all or most of the electricity?

1 YES
2 NO
3 NO ELECTRICITY

B. (IF THE RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->C. Has it changed since the first of last month?
    1 YES
    2 NO
2 NO

23A. Does this (apartment/house) have natural gas?

1 YES ->B. Does the owner pay for all or most of it?
    1 YES
    2 NO
2 NO

C. (IF EITHER RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->D. Has it changed since the first of last month?
    1 YES
    2 NO
2 NO

24A. Does this (apartment/house) have fuel oil or kerosene?

1 YES ->B. Does the owner pay for all or most of it?
    1 YES
    2 NO
2 NO

C. (IF EITHER RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES ->D. Has it changed since the first of last month?
    1 YES
    2 NO
2 NO

25A. Does this (apartment/house) have LP gas (bottled or tank), coal or firewood?

1 YES ->B. Which ones?
    1 LP GAS
    2 COAL
    3 FIREWOOD

C. Does the owner pay for all or most of it?

1 YES
2 NO
(IF MORE THAN ONE FUEL IS USED AND THE OWNER DOES NOT PAY FOR ALL OR NONE)
SPECIFY________________________
2 NO

D. (IF ANY RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) Has this changed in the last year?

1 YES
2 NO

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 5

26A. Does the owner pay for all or most of the cost for water and sewer or septic system?

1 YES
2 WATER ONLY
3 SEWER ONLY
4 NO
5 NO WATER/SEWER

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) **Has this changed in the last year?**

1 YES
2 NO

27. Does the owner provide a ____?

	YES	NO	
A.	1	2	Refrigerator
B.	1	2	Stove for cooking
C.	1	2	Dishwasher
D.	1	2	Garbage disposal
E.	1	2	Non-coin operated washer
F.	1	2	Non-coin operated dryer
G.			(IF YES) Is the dryer gas or electric?

1 - GAS
2 - ELECTRIC

28A. Is there any furniture provided by the owner?

1 YES ->**B. Is all or most of the furniture provided?**

1 YES
2 NO

2 NO

C. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING,ASK) **Has this changed in the last year?**

1 YES
2 NO

29A. Would major maintenance service be provided if needed?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING, ASK) **Has this changed in the last year?**

1 YES
2 NO

30A. Is parking provided off of the street?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING,ASK) **Has this changed in the last year?**

1 YES
2 NO

31A. Is a swimming pool provided?

1 YES
2 NO

B. (IF RESPONSE HAS CHANGED SINCE THE LAST PRICING,ASK) **Has this changed in the last year?**

1 YES
2 NO

32. Are there any other recreational facilities provided?

1 YES, SPECIFY____________________
2 NO

33A. Is this (apartment/house) subject to an government programs that limit the rent that the owner can charge such as rent control or rent stabilization? (THIS I NOT THE SAME AS SECTION 8 HOUSING)

1 YES ->**B. Is the program called rent control, rent stabilization, or something else?**

1 RENT CONTROL
2 RENT STABILIZATION
3 OTHER, SPECIFY____________________

2 NO ->**C. Was this (apartment/house) under any program of this type in the past year?**

1 YES
2 NO

34A. (USE FLASHCARD A) **Which of the followin best describes the main air conditionin equipment used in this(apartment/house)**

1 EVAPORATIVE COOLER (SWAMP COOLER)
2 CENTRAL - ELECTRIC
3 CENTRAL - GAS
4 ONE WINDOW OR WALL UNIT
5 TWO OR MORE WINDOW OR WALL UNITS
6 NONE (SKIP 34B)

B. Does the owner provide this equipment?

1 YES
2 NO

C. (IF ANY OF THESE RESPONSES HAVE CHANGED SINCE THE LAST PRICING, ASK) **Has the type of equipment or who provides it changed in the last year?**

1 YES ->**D. Has it changed since the first of last month?**

1 YES
2 NO

2 NO

IF REINITIATION OR STATED IN INSTRUCTIONS COMPLETE SECTION F, OTHERWISE STOP.

A.3 CPI Housing Repricing Schedule (BLS 222R) - (Continued)

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 6

SECTION F - COMPLETE FOR ALL OCCUPIED UNITS AT REINITIATION

35. (USE FLASHCARD B) Which of the following best describes the main heating equipment used in this (apartment/house)?

1 CENTRAL HEAT
2 ROOM HEATERS
3 NO HEAT

36. (USE FLASHCARD C) Which of these fuels is the main fuel used for:

A. Heating?	B. Cooking?	C. Hot Water?	
1	1	1	ELECTRICITY
2	2	2	NATURAL GAS
3	3	3	LP GAS
4	4	4	FUEL OIL/ KEROSENE
5	5	5	COAL
6	6	6	FIREWOOD/ CHARCOAL
7	7	7	SOLAR
8	8	8	OTHER, SPECIFY

SPECIFY ______________________

9	9	9	NONE

37. How many bedrooms are there in this (apartment/house)?

______

38A. How many full bathrooms (TOILET, SINK, AND (TUB OR SHOWER)) are there in this (apartment/house)?

______

B. How many half bathrooms (ANY TWO OF TOILET, SINK, AND (TUB OR SHOWER)) are there?

______

39. Excluding bedrooms, bathrooms, and any unfinished rooms, how many other rooms a there?

______

40. To your knowledge, has the total number of rooms or bathrooms changed in the last year?

1 YES, EXPLAIN ______________________

____

2 NO

41. How many people live in this (apartment/house)?

______

42. (USE FLASHCARD D) Which group letter bes describes the total combined yearly income of all the people living in this (apartment/house)?

A $ 0 - $ 4999	G $30000 - $39999
B $ 5000 - $ 9999	H $40000 - $49999
C $10000 - $14999	I $50000 - $74999
D $15000 - $19999	J $75000 AND ABOVE
E $20000 - $24999	K
F $25000 - $29999	

SECTION G - COMPLETE FOR ALL OCCUPIED UNITS

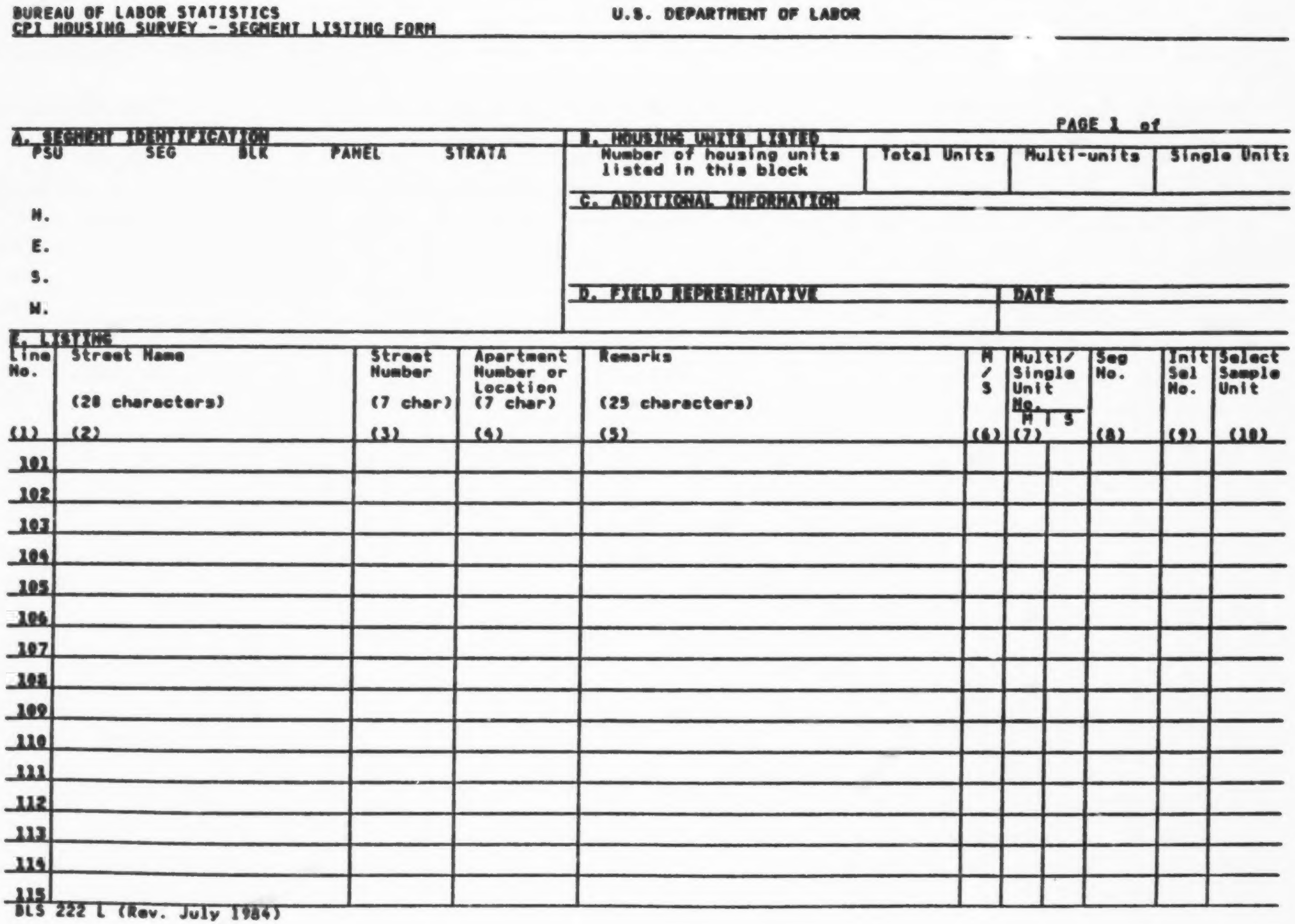
43A. Do you know the year that this (apartment/house) was built?

1 YES -> _ _ _ _

2 NO ->**B. Do you know the decade? (IF UNKNOWN, ASK FOR BEST ESTIMATE)**

1 1990 - 1999	7 1930 - 1939
2 1980 - 1989	8 1920 - 1929
3 1970 - 1979	9 1910 - 1919
4 1960 - 1969	10 1900 - 1909
5 1950 - 1959	11 BEFORE 1900
6 1940 - 1949	12 DON'T KNOW

A.4 Segment Listing Form (BLS 2921C or 222L)



BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM

U.S. DEPARTMENT OF LABOR

PAGE 1 of

A. SEGMENT IDENTIFICATION

PSU	SEG	BLK	PANEL	STRATA

N.

E.

S.

W.

B. HOUSING UNITS LISTED

	Total Units	Multi-units	Single Units
Number of housing units listed in this block			

C. ADDITIONAL INFORMATION

D. FIELD REPRESENTATIVE	DATE

E. LISTING

Line No. (1)	Street Name (28 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (25 characters) (5)	M / S (6)	Multi/ Single Unit No. (7)		Seg No. (8)	Init Sel No. (9)	Select Sample Unit (10)
						M	S			
101										
102										
103										
104										
105										
106										
107										
108										
109										
110										
111										
112										
113										
114										
115										

BLS 222 L (Rev. July 1984)

A.5 Segment Listing Form - Continuation Page

BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY - SEGMENT LISTING FORM

U.S. DEPARTMENT OF LABOR

PSU
SEG
BLK

PAGE of

Line No. (1)	Street Name (20 characters) (2)	Street Number (7 char) (3)	Apartment Number or Location (7 char) (4)	Remarks (25 characters) (5)	M / S (6)	Multi/ Single Unit No. (7)		Seg No. (8)	Init Sel No. (9)	Select Sample Unit (10)
						M	S			
01										
02										
03										
04										
05										
06										
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16										
17										
18										
19										
20										
21										
22										
23										
24										

BLS 222 L (Rev. July 1984)

A.6 End-ofListing Form (SO-1221)

BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY
END OF LISTING FORM

U.S. DEPARTMENT OF LABOR

Region	PSU	Segment Number	Field Representative Name	Date(s) Listed

INSTRUCTIONS

Complete a End of Listing Form for each segment. Answer all questions by checking either YES, NO, or N/A. If additional information is asked, indicate your response by checking the appropriate box(es). Use the back of this form and any additional pages for any comments or explanations. Enter the PSU, Segment Number, and date at the top of each additional page used. Transmit this form following the instructions provided.

	YES	NO	N/A
1. Was your folder complete? If no, what was missing? ☐ BLS 222L-CPI Segment Listing Form ☐ Segment map ☐ Sketch map			
2. Were you able to locate the segment using the assigned map?			
3. Did all streets which make up the segment boundaries exist ?			
4. Did the segment differ from what the folder information indicated should have been expected? If yes, how? ☐ Segment contained streets not on the map ☐ Map contained streets not in the segment ☐ Street names were different on the map ☐ More housing units encountered than anticipated, but within guidelines for continued listing ☐ Fewer housing units encountered than anticipated, but within guidelines for continued listing ☐ More housing units encountered and size requirement not met ☐ Fewer housing units encountered and size requirement not met ☐ Other, specify ____________ ____________ ____________			
5. Was clarification of maps or other materials required from Washington or the Regional Office?			
6. If this segment was an ADS, did you experience any difficulties in following the instructions? If yes, what were they? ____________ ____________ ____________			
7. If a count of expected number of housing units (Census or BLS) is given, does the total number of housing units listed (multiple units plus single units) agree with the total count given by at least plus or minus 10%?			

IF NO,
If you can give any explanations why these counts differ (i.e. public housing, demolition, new construction,etc) please do so, using the back of this form and any additional pages needed.

SO - 1221 (APRIL 1985)

A.7 Listing Self-Edit Checklist (SO-1220)

BUREAU OF LABOR STATISTICS
CPI HOUSING SURVEY
LISTING SELF-EDIT CHECKLIST

U.S. DEPARTMENT OF LABOR

Region	PSU	Segment Number	Field Representative Name	Date(s) Listed

INSTRUCTIONS

Complete this form before leaving the segment Check YES or NO,or N/A for each question. Use the NOTES Section at the bottom of Page 3 or additional pages for any comments or explanations. Enter the PSU, Segment Number, and Date at the top of each additional page used.

	YES	NO	N/A
REVIEW THE SKETCH MAP: [ ] 1. Did you list the correct segment? If no, correct.			
[ ] 2. Did you list the entire segment? If no, finish listing the segment.			
[ ] 3. Did you indicate your starting point? If no, correct the map.			
[ ] 4. Did you enter arrows to show your route of travel? If no, correct map.			
REVIEW SEGMENT LISTING FORM: [ ] 1. Does the sketch or tract map have all street names that appear on the listing form? If no, correct the appropriate map.			
[ ] 2. Have you listed each unit only once? If no, eliminate the double listed units.			
[ ] 3. Have you identified all commercial structures and out-of-scope units in the 'REMARKS' column and by placing X's in columns 6-10? If no, correct listing.			
[ ] 4. If there are any streets within the segment boundaries, have you listed all structures, if any exist, on both sides of the street. If no, go back and list the missed units.			
[ ] 5. If a street forms part of the segment boundary, have you listed only those units on the side of the street within the segment? If no, correct listing.			
[ ] 6. Have you identified, by unique identifier or apartment number, all units in multi-unit structures? If no, correct listing			
[ ] 7. Have you uniquely identified and located all unnumbered housing units? If no, correct listing.			
[ ] 8. Do all street numbers run in sequence? If no, be sure that you explained or noted all unusual numbering systems on the Segment Listing Form.			
[ ] 9. If a line is used for remarks only, have X's been entered in columns 6-10? If no, correct listing.			

SO - 1220 (APRIL 1985)

A.7 Listing Self-Edit Checklist (SO-1220) - (Continued)

	YES	NO	N/A
[ ] 10. Have you used the proper abbreviations? If no, correct listing.			
[ ] 11. Did you complete all required information and numbered all pages and lines? If no, correct listing.			
[ ] 12. Were all units under construction identified? If no, correct listing.			
[ ] 13. If this segment is designated ADS, have you identified all multi and single units? If no, correct listing.			
SEGMENTS LESS THAN A WHOLE BLOCK [ ] 1. Did you start at the correct place to make your count? If no, correct listing.			
[ ] 2. Did you stop in the correct place? If no, correct listing.			
[ ] 3. Did you follow all special instructions?			
SEGMENT BOUNDARIES [ ] If the segment boundaries do not consist of streets or other fixed features, did you use the scale on the map in order to establish the segment boundaries? If no, give a brief explanation on the back of the Segment Listing Form of how you established boundaries.			
CENSUS COUNT [ ] 1. If a count of expected number of housing units (Census or BLS) is given does the total number of housing units listed (multiple units plus single units) agree with the total count given by at least plus or minus 10%?			
IF ANSWER IS 'NO' [ ] A. Recheck your counts and addition. Are they correct?			
[ ] B. Recheck the maps against what has actually been listed. Has the correct segment been listed, no more, no less?			
[ ] C. Recheck the listing to make certain that all qualified housing units (such as mobile homes on permanent foundations or blocks or permanently moored houseboats) have been listed and counted. Have all qualified housing units been listed and counted?			
[ ] D. Recheck the listing to make certain that each multi-unit is counted separately, that is a 50 unit apartment building is listed as 50 housing units, not one. Has every multi-unit been listed and counted separately?			
[ ] E. If you have eliminated entire subdivisions or areas on the basis of post 1980 construction, are you certain that each individual unit in the area was built after 1980? A subdivision completed in 1981 may contain housing units built in 1978 or '79. If there is any cause for doubt always include the housing units in the sample selection.			

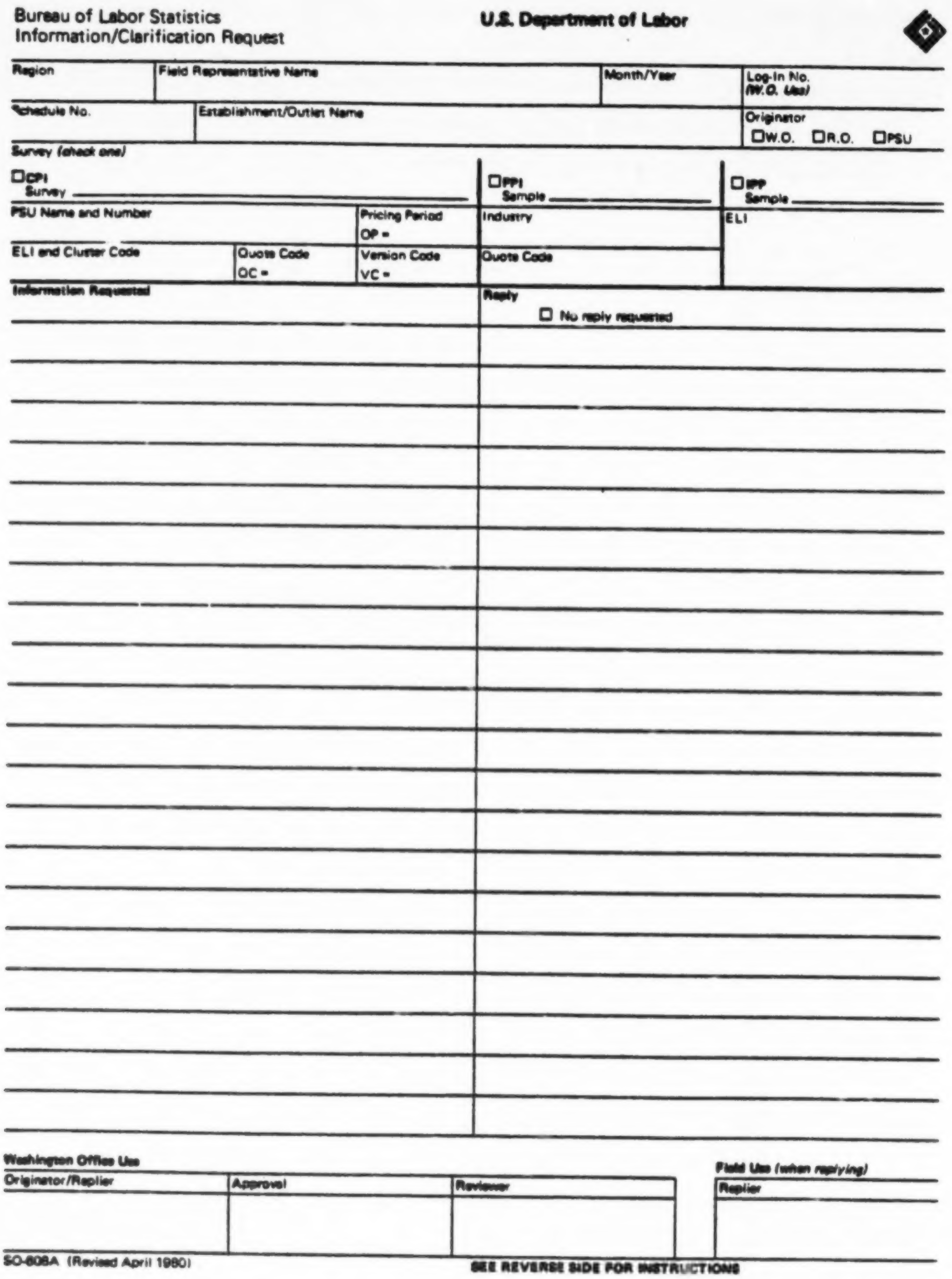
A.7 Listing Self-Edit Checklist (SO-1220) - (Continued)

	YES	NO	N/A
[ ] F. Are there obvious signs of recent building demolition? If yes, note in 'REMARKS' column.			
[ ] G. Are there vacant or abandoned buildings in the segment? If yes, note in 'REMARKS' column.			
MAP CLARIFICATION [ ] Was clarification of maps or other materials required from Washington or the Regional Office? If yes, remember to place the special instructions in the folder.			

NOTES (Use additional pages if necessary)

REVIEWER COMMENTS

A.8 Information/Clarification Request (SO-608A)



Bureau of Labor Statistics
Information/Clarification Request

U.S. Department of Labor

Region	Field Representative Name	Month/Year	Log-In No. *(W.O. Use)*

Schedule No.	Establishment/Outlet Name	Originator ☐ W.O. ☐ R.O. ☐ PSU

Survey *(check one)*

☐ CPI Survey ______	☐ PPI Sample ______	☐ IPP Sample ______

PSU Name and Number		Pricing Period OP =	Industry	ELI
ELI and Cluster Code	Quote Code QC =	Version Code VC =	Quote Code	

Information Requested	Reply ☐ No reply requested

Washington Office Use

Originator/Replier	Approval	Reviewer

Field Use *(when replying)*

Replier

SO-608A (Revised April 1980)

SEE REVERSE SIDE FOR INSTRUCTIONS

A.8 Information/Clarification Request (SO-608A) - (Continued)

Instructions for Preparation

Origination

1. Complete all applicable items in heading. Schedule No. replaces outlet code and establishment code.
   a. CPI–Enter survey name (example, C&S, Rent, ...).
      1) C&S–Complete forms using the outlet and/or item. If the comment or question refers to an outlet, enter the ELI number of at least one item that is priced in the outlet.
      2) Rent and Property Tax–Complete forms using the schedule number.

   b. PPI and IPP–Enter sample number. IPP must be distinguished between Importer and Exporter.

2. If originated by the Washington Office, the names of the originator, approver, and reviewer should be entered in the "Washington Office Use" section at the bottom of the form. Remove and retain the third copy. Forward the first and second copies to the appropriate Procedures unit in OSO.

3. Field
   a. CPI–Remove and retain the third copy. Forward first and second copies to Washington along with pricing schedules, code 49.

   b. PPI and IPP–Remove and retain the third copy. Forward first and second copies to your regional office or direct to Washington, code 51, as instructed.

Reply

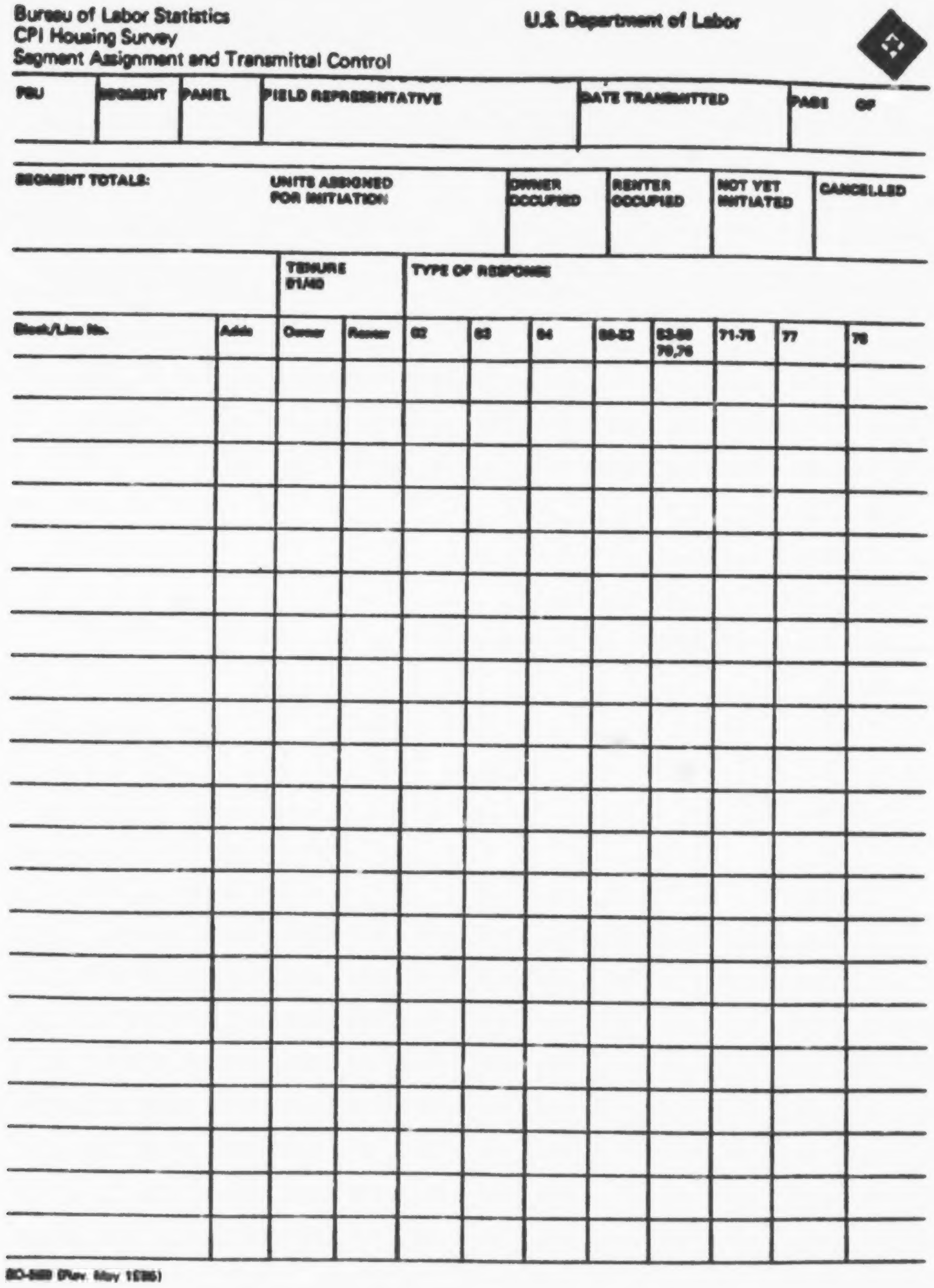
1. Answer all questions fully and briefly. If a long detailed answer is necessary, prepare a memorandum which clearly indicates the survey, date, schedule number, and other survey information. Under "Reply" write "See separate memorandum." A response is required to all forms, except when "No Reply Requested" is checked.

2. Washington Office–Complete the "Washington Office Use" section at the bottom of the form. The person who prepares the reply should be entered in the space marked "Originator." Complete "Approval" and "Reviewer" as necessary. Remove and retain second copy. Forward first copy to the appropriate Procedures unit in OSO.

3. Field–enter name at bottom in the space marked "Replier." Remove and retain second copy.
   a. CPI–Forward first copy to Washington with pricing schedules, code 49.

   b. PPI and IPP–Forward first copy to your regional office or direct to Washington code 51, as instructed.

A.9 Segment Assignment and Transmittal Control Form (SO-559)



Bureau of Labor Statistics
CPI Housing Survey
Segment Assignment and Transmittal Control

U.S. Department of Labor

PSU	SEGMENT	PANEL	FIELD REPRESENTATIVE	DATE TRANSMITTED	PAGE OF

SEGMENT TOTALS:	UNITS ASSIGNED FOR INITIATION	OWNER OCCUPIED	RENTER OCCUPIED	NOT YET INITIATED	CANCELLED

		TENURE 01/40		TYPE OF RESPONSE							
Block/Line No.	Addn	Owner	Renter	02	03	04	50-52	53-69 70,76	71-75	77	78

SO-559 (Rev. May 1986)

A.10 Standard Schedule Transmittal Listing (SO-3)

Bureau of Labor Statistics
Standard Schedule Transmittal Listing

U.S. Department of Labor

1. Survey Identification

2. Survey Area

3. Transmittal Number

4. Payroll Reference

5. Schedule Identification

6. Number of
Establishments ________ Schedules ________

7. Area Transmittals
Complete--
Final Transmittal ☐ Incomplete ☐

8. Date of Transmittal
Month________ Day________ Year________

9. Destination of Schedules
OADPS (Code 82) ☐
DDA (Via RTN) ☐
OFO (Code 51) ☐
Regional Office ( ) ☐

10. Method of Shipment
Golden Pouch ☐ Registered ☐

11. Copies for
Original and 1 carbon--Schedule package ☐
1 carbon--OFO (Code 51) ☐
1 carbon--RO file ☐

12. PAS Code

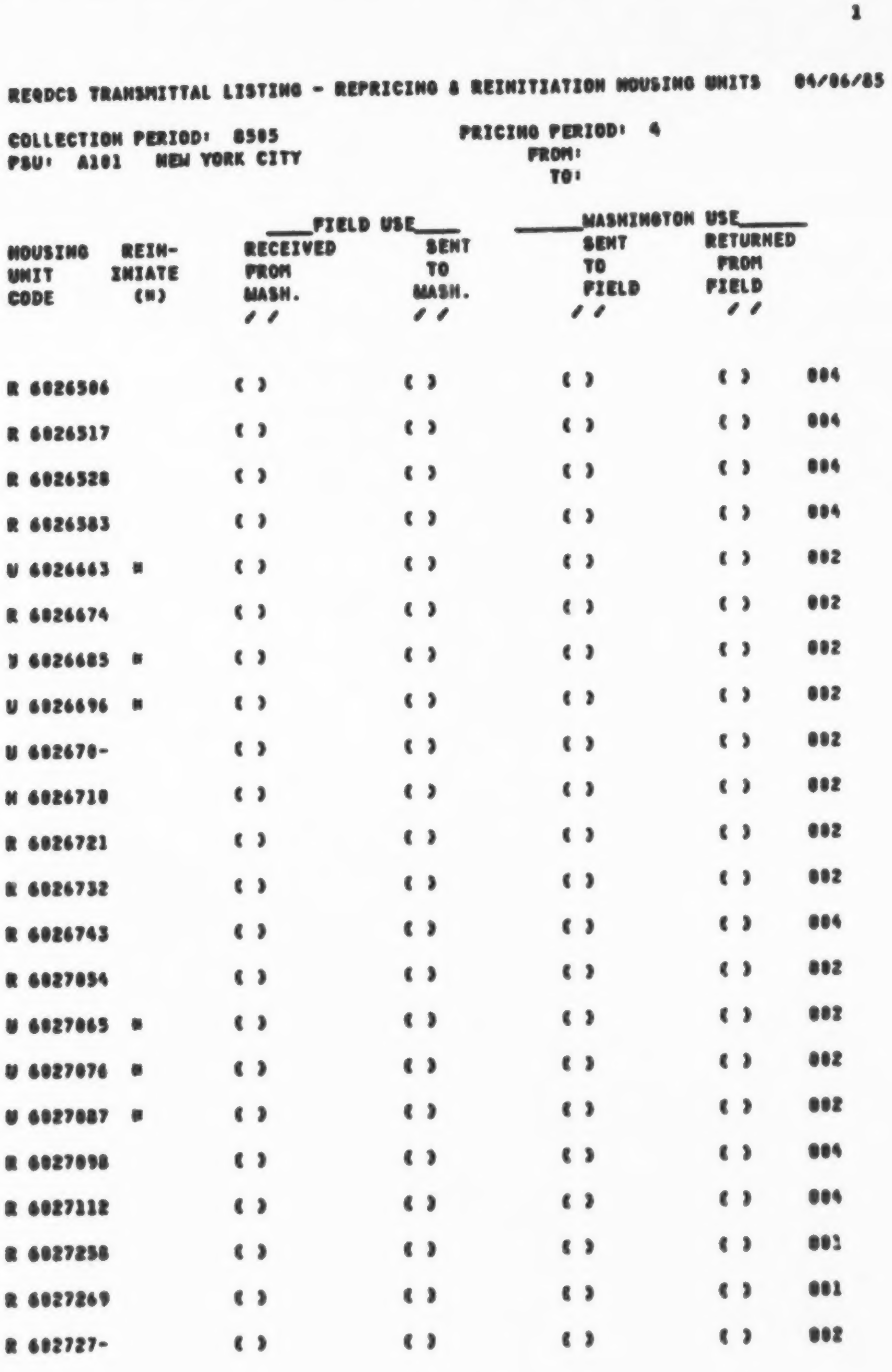
13. Transmitted by

Comments

Schedule Numbers

SO-3 (Rev. Aug. 1980)

A.11 Transmittal Listing Form



```
                                                                           1


REQDCS TRANSMITTAL LISTING - REPRICING & REINITIATION HOUSING UNITS   04/06/85

COLLECTION PERIOD:  8505                    PRICING PERIOD:  4
PSU:  A101   NEW YORK CITY                       FROM:
                                                   TO:

                         ____FIELD USE____    ______WASHINGTON USE______
HOUSING   REIN-      RECEIVED        SENT           SENT       RETURNED
UNIT      INIATE     FROM             TO             TO          FROM
CODE       (*)       WASH.          WASH.           FIELD       FIELD
                      / /            / /            / /          / /


R 6026506             ( )            ( )            ( )          ( )     004

R 6026517             ( )            ( )            ( )          ( )     004

R 6026528             ( )            ( )            ( )          ( )     004

R 6026583             ( )            ( )            ( )          ( )     004

U 6026663   *         ( )            ( )            ( )          ( )     002

R 6026674             ( )            ( )            ( )          ( )     002

U 6026685   *         ( )            ( )            ( )          ( )     002

U 6026696   *         ( )            ( )            ( )          ( )     002

U 602670-             ( )            ( )            ( )          ( )     002

H 6026710             ( )            ( )            ( )          ( )     002

R 6026721             ( )            ( )            ( )          ( )     002

R 6026732             ( )            ( )            ( )          ( )     002

R 6026743             ( )            ( )            ( )          ( )     004

R 6027054             ( )            ( )            ( )          ( )     002

U 6027065   *         ( )            ( )            ( )          ( )     002

U 6027076   *         ( )            ( )            ( )          ( )     002

U 6027087   *         ( )            ( )            ( )          ( )     002

R 6027098             ( )            ( )            ( )          ( )     004

R 6027112             ( )            ( )            ( )          ( )     004

R 6027258             ( )            ( )            ( )          ( )     001

R 6027269             ( )            ( )            ( )          ( )     001

R 602727-             ( )            ( )            ( )          ( )     002
```

A.12 CPI Housing New Construction Screening Schedule (BLS 222NC)

BUREAU OF LABOR STATISTICS
CPI HOUSING SCHEDULE

U.S. DEPARTMENT OF LABOR

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29, U.S.C.2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE AND TIMELY.

OMB#1220-0034
EXP.12-31-91

WE ESTIMATE THAT IT WILL TAKE AN AVERAGE OF 9 MINUTES PER RESPONDENT TO COMPLETE THIS SURVEY. IF YOU HAVE ANY COMMENTS REGARDING THIS ESTIMATE OR ANY OTHER ASPECT OF THE SURVEY, INCLUDING SUGGESTIONS FOR REDUCING THE TIME NEEDED TO RESPOND, SEND THEM TO THE DIVISION OF MANAGEMENT SYSTEMS (1220-0034), BUREAU OF LABOR STATISTICS, 441 G ST. N.W., WASHINGTON, D.C. 20212 AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT, 1220-0034, WASHINGTON, D.C. 20503.

ADMINISTRATIVE SECTION:

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX:
COLLECTION PSU: COLLECTION MONTH: PANEL:

OCCUPANT:
ADDRESS:
APT. NO./LOC:
CITY: STATE:
ZIP CODE:
TELEPHONE:

UNIT CODE:
ASSIGNMENT: ARRANGEMENT:
STRUCTURE TYPE:
CONTACT TIME:
COMPLEX:
INTERVIEW GROUP:

LANDLORD:
ADDRESS:
CITY: STATE:
TELEPHONE:

MANAGER/
AUTH. REP.:
ADDRESS:
CITY: STATE:
TELEPHONE:

BLOCK BOUNDARIES: MAP:
NORTH:
SOUTH:
EAST:
WEST:

CURRENT AND PREVIOUS MESSAGES:
PERMANENT SPECIAL INSTRUCTIONS:

TEMPORARY SPECIAL INSTRUCTIONS: ______

FIELD MESSAGE TO WASHINGTON: ______

PTSI:
PFM:
COMMODITY:
SCHEDULE:

COLLECTION RECORD:

A. COLLECTION DATE(MM/DD/YY): _ _/_ _/_ _

B. FIELD REPRESENTATIVE: _ _ _ _ _

E. CONTACTS:
TYPE 1ST___ 2ND___ 3RD___
MAIN _____

C. RESPONDENT NAME: ______

F. ATTEMPTS:

DAY	TIME	TYPE
______	______	P T
______	______	P T
______	______	P T

D. RESPONDENT:
1 OWNER OCCUPANT
2 TENANT
3 LANDLORD
4 MANAGER
5 AUTHORIZED REP
6 NO CONTACT

G. TYPE OF RESPONSE:
CURRENT MONTH _ _
PREVIOUS MONTH _ _

BLS 222NC (REVISED FEBRUARY 1989)

A.12 CPI Housing New Construction Screening Schedule (BLS 222NC) - (Continued)

INDEX PSU: SEGMENT: BLOCK: LINE: SUFFIX: PAGE 2

SECTION A - COMPLETE FOR ALL OCCUPIED UNITS

TYPE OF STRUCTURE (DETERMINE BY OBSERVATION)

1 SINGLE DETACHED
2 SINGLE SEMI-DETACHED
3 SINGLE ATTACHED
4 MOBILE HOME/TRAILER
5 MULTI-UNIT WITH ELEVATOR
6 MULTI-UNIT WITHOUT ELEVATOR
7 OTHER, SPECIFY

SPECIFY______________________________

INELIGIBLE HOUSING (DETERMINE BY OBSERVATION)

THE FOLLOWING TYPES OF HOUSING ARE TO BE EXCLUDED FROM THE SURVEY:
COLLEGE DORMITORIES*
FRATERNITY AND SORORITY HOUSES*
HOSPITALS*
NURSING HOMES*
MOTOR HOMES
MOBILE HOMES NOT ON PERMANENT FOUNDATIONS OR BLOCKS.
SHIPS AND HOUSEBOATS NOT PERMANENTLY MOORED
*UNITS WITHIN THE ABOVE STRUCTURES THAT PROVIDE HOUSING FOR STAFF OR MAINTENANCE PERSONNEL AND MEET THE HOUSING UNIT DEFINITION ARE TO BE INCLUDED IN THE SURVEY.

1 ELIGIBLE HOUSING
2 INELIGIBLE HOUSING (CODE 77, DO NOT INTERVIEW, EXPLAIN IN FIELD MESSAGE)

1A. Was this (apartment/house) built before 1980?

1 YES ->B. **Do you know the decade?** (IF UNKNOWN, ASK FOR BEST ESTIMATE)

3 1970 - 1979
4 1960 - 1969
5 1950 - 1959
6 1940 - 1949
7 1930 - 1939
8 1920 - 1929
9 1910 - 1919
10 1900 - 1909
11 BEFORE 1900
12 DON'T KNOW

2 NO, BUILT IN 1980 OR AFTER

C. Do you know the year? _ _ _ _

SECTION B - COMPLETE FOR ALL OCCUPIED UNITS

2A. Is (apartment insert #/this house) occupied by more than one household?

1 YES ->B. **Does each household have a separate entrance from the outside of the building or through a common hallway?**

1 YES (IF YES, UNIT SUBDIVIDED, CODE 59, STOP INTERVIEW, AND DESCRIBE IN AN SO-608A)

2 NO (IF NO, SAY "**For our purposes, all of the households are living in one apartment/house). Please answer these questions for the entire (apartment/house)**"; CONTINUE INTERVIEW)

2 NO

3. Is this (apartment/house) occupied by the owner?

1 YES, OWNER OCCUPIED (O)
2 NO, RENTER OCCUPIED (R)

INITIATION STATUS __ (COMPARE INITIATION STATUS TO OWNER/RENTER STATUS. IF THEY DO NOT MATCH, UNIT FAILS SCREENING, CODE 78 AND STOP THE INTERVIEW.)

5A. Has any member of the household lived in this (apartment/house) for more than one year?

1 YES
2 NO ->B. **On what date did the first member of this household become the (renter/owner)?**

MM/DD __ __/__ __

SECTION C - COMPLETE FOR ALL OCCUPIED UNITS

6A. (ASK RENTERS ONLY) **Is this (apartment/house) owned or operated by a government agency?**

1 YES ->B. **Is the rent subsidized by a government agency?** (THIS IS NOT THE SAME AS SECTION 8 HOUSING)

1 YES (UNIT FAILS SCREENING, CODE 77 AND STOP INTERVIEW)
2 NO

2 NO

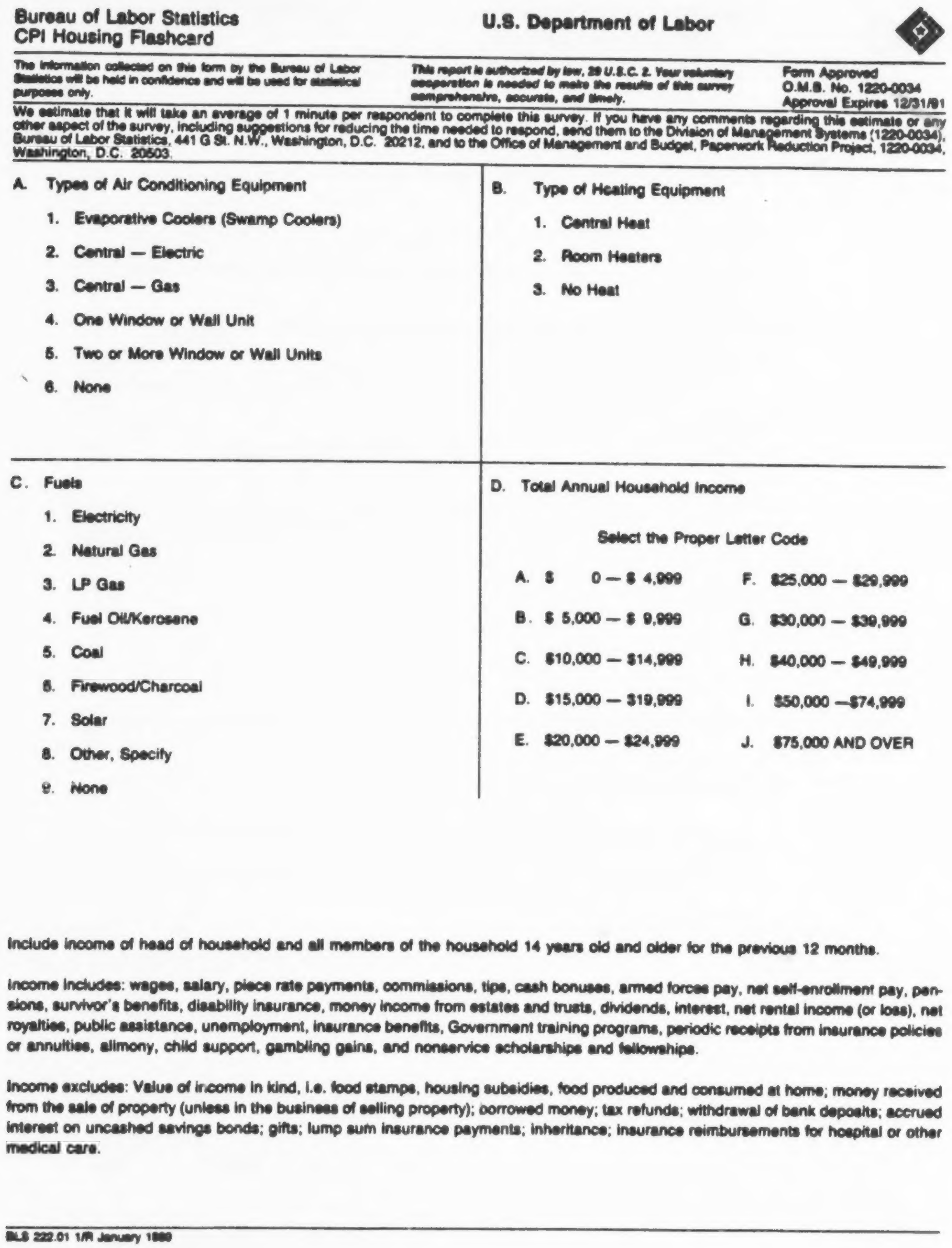
7. Is this (apartment/house) intended by its owner for year-round occupancy?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

8. Is this (apartment/house) the primary residence for one or more occupants?

1 YES
2 NO (UNIT FAILS SCREENING TEMPORARILY, CODE 57 AND STOP INTERVIEW)

B.1 CPI Housing Flash Card (A, B, C and D) - (BLS 222.01)



Bureau of Labor Statistics
CPI Housing Flashcard

U.S. Department of Labor

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Form Approved
O.M.B. No. 1220-0034
Approval Expires 12/31/91

We estimate that it will take an average of 1 minute per respondent to complete this survey. If you have any comments regarding this estimate or any other aspect of the survey, including suggestions for reducing the time needed to respond, send them to the Division of Management Systems (1220-0034), Bureau of Labor Statistics, 441 G St. N.W., Washington, D.C. 20212, and to the Office of Management and Budget, Paperwork Reduction Project, 1220-0034, Washington, D.C. 20503.

A. Types of Air Conditioning Equipment

1. Evaporative Coolers (Swamp Coolers)
2. Central — Electric
3. Central — Gas
4. One Window or Wall Unit
5. Two or More Window or Wall Units
6. None

B. Type of Heating Equipment

1. Central Heat
2. Room Heaters
3. No Heat

C. Fuels

1. Electricity
2. Natural Gas
3. LP Gas
4. Fuel Oil/Kerosene
5. Coal
6. Firewood/Charcoal
7. Solar
8. Other, Specify
9. None

D. Total Annual Household Income

Select the Proper Letter Code

A.	$ 0 — $ 4,999	F.	$25,000 — $29,999
B.	$ 5,000 — $ 9,999	G.	$30,000 — $39,999
C.	$10,000 — $14,999	H.	$40,000 — $49,999
D.	$15,000 — $19,999	I.	$50,000 —$74,999
E.	$20,000 — $24,999	J.	$75,000 AND OVER

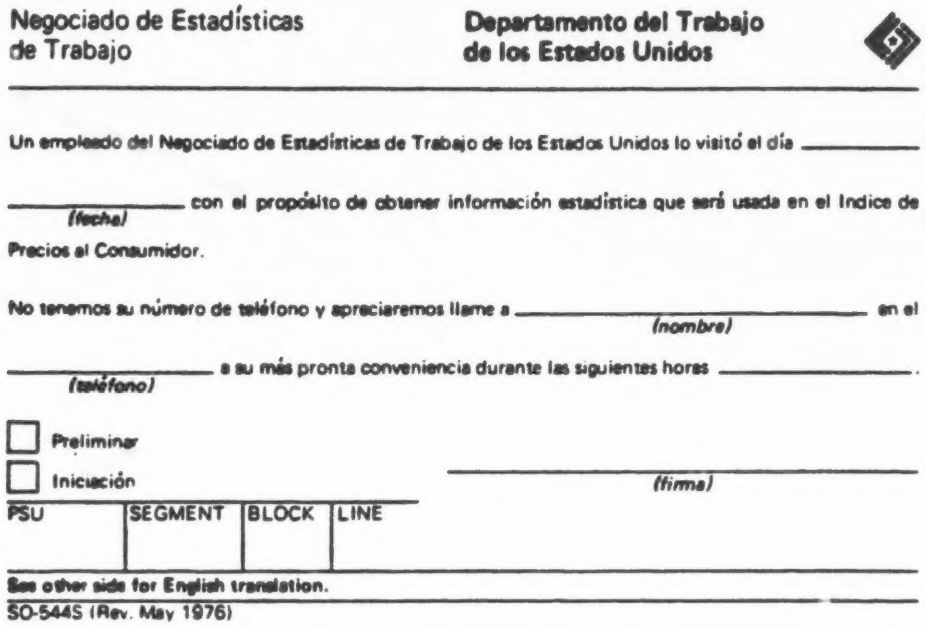
Include income of head of household and all members of the household 14 years old and older for the previous 12 months.

Income includes: wages, salary, piece rate payments, commissions, tips, cash bonuses, armed forces pay, net self-enrollment pay, pensions, survivor's benefits, disability insurance, money income from estates and trusts, dividends, interest, net rental income (or loss), net royalties, public assistance, unemployment, insurance benefits, Government training programs, periodic receipts from insurance policies or annuities, alimony, child support, gambling gains, and nonservice scholarships and fellowships.

Income excludes: Value of income in kind, i.e. food stamps, housing subsidies, food produced and consumed at home; money received from the sale of property (unless in the business of selling property); borrowed money; tax refunds; withdrawal of bank deposits; accrued interest on uncashed savings bonds; gifts; lump sum insurance payments; inheritance; insurance reimbursements for hospital or other medical care.

BLS 222.01 1/R January 1990

B.3 No Contact Card (SO-544)



Negociado de Estadísticas de Trabajo **Departamento del Trabajo de los Estados Unidos**

Un empleado del Negociado de Estadísticas de Trabajo de los Estados Unidos lo visitó el día ____________

____________ *(fecha)* con el propósito de obtener información estadística que será usada en el Indice de Precios al Consumidor.

No tenemos su número de teléfono y apreciaremos llame a ____________ *(nombre)* en el ____________ *(teléfono)* a su más pronta conveniencia durante las siguientes horas ____________.

☐ Preliminar

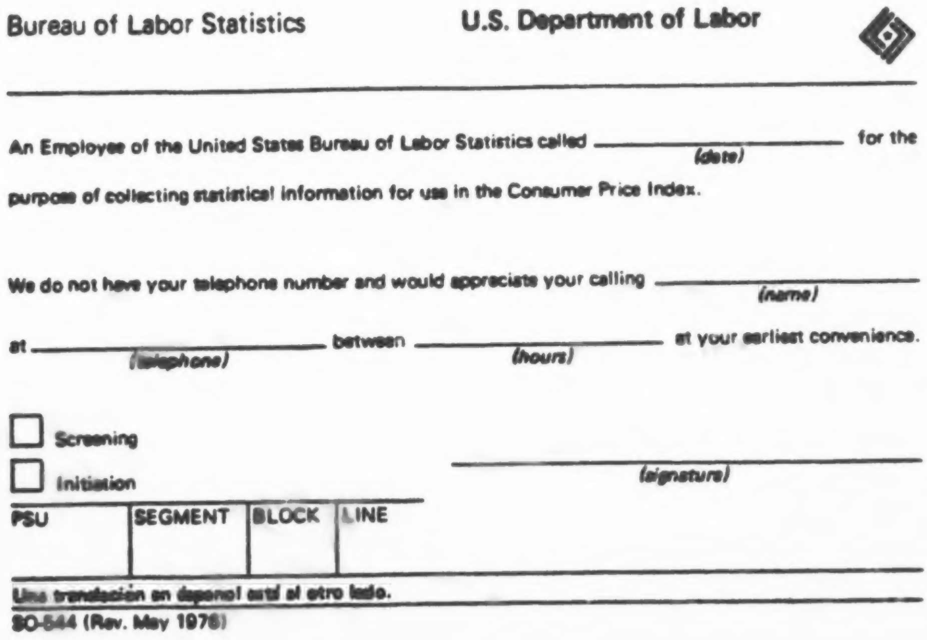
☐ Iniciación

____________ *(firma)*

PSU	SEGMENT	BLOCK	LINE

See other side for English translation.

SO-544S (Rev. May 1976)



Bureau of Labor Statistics **U.S. Department of Labor**

An Employee of the United States Bureau of Labor Statistics called ____________ *(date)* for the purpose of collecting statistical information for use in the Consumer Price Index.

We do not have your telephone number and would appreciate your calling ____________ *(name)*

at ____________ *(telephone)* between ____________ *(hours)* at your earliest convenience.

☐ Screening

☐ Initiation

____________ *(signature)*

PSU	SEGMENT	BLOCK	LINE

Una translación en español está al otro lado.

SO-544 (Rev. May 1976)

B.4 Introductory Letter

U.S. Department of Labor

Bureau of Labor Statistics
441 G Street, N.W.
Washington, D.C. 20212

This note will help to explain our visit.

The Bureau of Labor Statistics is conducting a housing survey in 91 selected areas throughout the country to gather information that will be used in improving the Consumer Price Index (sometimes referred to as the Cost of Living Index). As you may know, an accurate CPI is of critical importance to government, business and labor as well as the public in general in assessing the state of inflation in this country.

Families and individuals in approximately 60,000 houses and apartments are being asked to participate. Your assistance will be greatly appreciated. Our representatives will show you official identification and ask several questions about your home. We will intrude in your busy day as little as possible. As has always been our policy, all the information we obtain will be held in the strictest confidence.

Sincerely yours,

JANET L. NORWOOD
Commissioner

B.4 Introductory Letter (Continued)

U.S. Department of Labor

Bureau of Labor Statistics
441 G Street, N.W.
Washington, D.C. 20212

LA SIGUIENTE INFORMACION SERVIRA PARA EXPLICARLE UN POCO MEJOR NUESTRA VISITA

La Oficina de Estadísticas Laborales del Departamento del Trabajo está conduciendo una encuesta de viviendas en 91 areas pre-selecionadas a través del país con el fín de recopilar información que se usará para mejorar el Indice de Precios al Consumidor (tambien llamado Indice del Costo de la Vida).

Como usted sabrá, es de extrema importancia para el gobierno, la empresa privada, los trabajadores y el público en general, que nosotros desarrollemos un IPC con precisión con el fín de evaluar debidamente la situación de inflación en el país.

Así que estamos pidiendo a las familias o individuos de unas 60,000 casas o apartamentos que participen en este estudio. Nosotros le agredeceremos encarecidamente su aceptación. Nuestro representante le mostrará la identificación oficial que nosotros le hemos dado para este fín y pasará a hacerle unas preguntas sobre su hogar. Trataremos de perturbarle lo menos posible. Queremos reiterarle que nuestra política siempre ha sido y será, de mantener en absoluto y estricto secreto toda la información que obtengamos.

Quedando de usted muy atentamente.

JANET L. NORWOOD
Comisionada

C.1 CPI Housing Response Code Card

Bureau of Labor Statistics
CPI Housing Interview/Non-Interview
Response Codes

US DEPARTMENT OF LABOR

Code	Title	Explanation
01	Complete Interview	The respondent has answered appropriate questions. A code must also be entered for the previous month if "01" is entered for the current month for a renter occupied unit.
40	Incomplete Interview	The respondent has answered ALL appropriate questions except one or more of the questions in Section F during Initiation, Reinitiation, or when the instruction to "Reprice-Complete Section F" appears. For renter occupied units, enter code "40" for both the current and previous month unless the unit was vacant during the previous month In this case, enter the correct code to explain the type.
02	No Eligible Respondent Contacted-Unit Not Vacant	You were unable to contact the occupant or owner/manager by telephone or personal visit after a specified number of attempts. (See Operating Instructions).
03	Refusal	Both the occupant, landlord and manager (if applicable) refused to answer one or more questions.
04	Don't Know and Other	The unit is occupied but the interview cannot be completed for reasons other than codes "02" and "03". This includes "Don't Know" responses to one or more questions, in Sections A through E. Explain in a field message.
50	Vacant for Rent	Unit is vacant for rent in the current month.
51	Vacant for Sale	Unit is vacant for sale in the current month.
52	Vacant, Status Unknown	Unit is vacant but the status cannot be determined.
53	Under Construction	Unit is VACANT and under construction, but not ready for occupancy. Ground has been broken and building materials are at the site. All exterior windows and doors have not been installed or the final usable floor is not yet in place. If occupied however, interview. Use code only for "New Construction" units.
54	Construction Not Started	Evidence that construction is about to begin on the site. Use code ONLY for "New Construction" units.
55	Unfit for Habitation	Unit is vacant and unfit for habitation. Roof, walls, windows, or doors no longer protect the interior from the elements. Do not use this code if unit is occupied.

C.1 CPI Housing Response Code Card - (Continued)

Code	Title	Explanation
56	Converted, Temporary	Unit has temporarily been converted to a use other than a year-round housing unit, e.g. storage.
57	Fails Screening, Temporarily	Unit fails screening question No. 7 (year-round housing) or No.8 (primary residence), e.g. seasonal.
58	Unable to Locate	Could not find the unit with the information provided by the Washington office. Explain in an SO-608A.
59	Other Condition	Schedule not completed and there is no appropriate code. Explain in a field message or an SO-608A.
70	Converted	Unit has been converted to something other than a year-round housing unit, e.g. commerical
71	Demolished	Unit has been demolished. "Demolished" includes the foundation.
72	House Moved	Structure moved from the address on the schedule. DO NOT use for mobile homes or trailers.
73	Outside Segment	Unit is outside the segment boundaries on the housing schedule.
74	Unit Subdivided	Unit has been split into two or more housing units. Code 74 and collect a new schedule for each new unit. Initiate each unit at initiation, otherwise reinitiate each unit.
75	Unit Merged	Unit has permanently merged into one or more housing units through structural alterations or a change in use. Code 75 and collect a new schedule for new unit. Initiate at initiation, otherwise reinitiate the unit.
76	Unit Condemned	Unit has been OFFICIALLY condemned and is vacant. Use only if there is a definite indication of condemnation and the unit is vacant.
77	Fails Screening, Permanently	Unit fails one of the following screening criteria. 1. Ineligible housing (Section A) 2. Age of structure (Question No. 1), or 3. Public Housing (Question No. 6).
78	Unit Fails Tenure Screening	Unit fails screening because of wrong tenure status in Question No. 3.
20	Washington Code	Unit has never been initiated.
99	Washington Code	Previous schedule not received by Washington.

best copy available

C.2 - ASSIGNING RESPONSE CODES - DERIVED RESPONSE CODES

Use the following steps, in combination with the definitions of each individual response code, to determine the correct response code for schedule submitted to Washington.

All response codes assigned to housing schedules will be reviewed by computer in Washington. If the code assigned does not correspond to the data recorded on the schedule, the computer will assign a DERIVED response code to the schedule. This may affect when the schedule returns for pricing.

STEP 1 If any of the codes "50 - 78" are appropriate, use them.

STEP 2 If no eligible respondents were contacted, code the schedule "02 - NO ELIGIBLE RESPONDENT CONTACTED-UNIT NOT VACANT."

STEP 3 If an eligible respondent is contacted but the interview is not completed for reasons OTHER THAN refusals and "don't knows," code the schedule "04 - Don't Know and Other." For example, a language problem where no other eligible respondent is available.

STEP 4 After Steps 1 through 3, all the schedules not yet coded are either complete or incomplete due to responses of "don't know" or refusal. To determine the appropriate code (01, 03, 04, or 40) follow Steps 4A through 4D.

STEP 4A Code the schedule "03 -Refusal" if there is a refusal to answer any required question in Sections A through E.

For owner-occupied units, this refusal may be from any adult occupant.

For renter-occupied units, an adult tenant and the landlord (if within the same PSU) and the manager (if within the same PSU) all must refuse to answer. If one respondent refuses and the other respondent answers "don't know" it is a "don't know" for a particular question. If one respondent refuses and the other is not interviewed, it is a "don't know" for a particular question. If one respondent refuses and denies you access to other potential respondents, it is a refusal for a particular question. "Refusals" (03) always overide "don't know" (04) when more than one question is involved.

C.2 - ASSIGNING RESPONSE CODES - DERIVED RESPONSE CODES - (Continued)

STEP 4B Code the schedule "04 - Don't Know and Other" if there is a "don't know" response to any required question in Sections A through E. *

For owner-occupied units, this "don't know" may come from any adult occupant.

For renter-occupied units, both an adult tenant AND either the landlord or manager (if within the same PSU) must respond "don't know" to the question. If one respondent answers "don't know" and the other respondent refuses, it is a "don't know." If one respondent answers "don't know" and the other respondent is not interviewed, it is a "don't know." If one respondent answers "don't know" and denies you access to other respondents, it is a "don't know."

STEP 4C Code the schedule "40 - Incomplete Interview" if the respondent(s) answer all required questions in Sections A through E, but refuse to answer or don't know the answer to one or more of the questions in Section F. (Note that a refusal to Question 42 - Income is a valid response and does not count as a refusal when determining codes.)

STEP 4D Code the schedule "01 - Complete Interview" if all appropriate questions have been answered.*

* Note that "x" is a valid entry for Question 1c, Question 43A, the respondent part of Question 10, and the Field Representative part of Question 10 when the main contact is by telephone. That is, a schedule may still be coded 01, in spite of "x" entries for these questions. Other questions that may require an "x" entry, but that should not be considered "complete" (code 01) are questions 5B,14F, 16B, C, E, F, H, and I, 17, 18, and 20.

C.3 - FIELD REPRESENTATIVE REVIEW AND VERIFICATION OF INFORMATION RECORDED ON THE CPI HOUSING SCHEDULE - BLS 222

I. DURING THE INTERVIEW

A. If you feel that a respondent has given an inconsistent answer to a question, you may politely probe in a manner dependent upon the circumstances. This usually will mean that you may:

1. pause and give the respondent time to rethink.
2. repeat the answer, or
3. give a definition or clarification if it is needed.

If after you have done this you receive the same answer, accept it and proceed. DO NOT GRILL THE RESPONDENT. You should also write a message or send an SO-608A to Washington with this information so that they may be aware if the data presents problems with index calculations.

B. In the following circumstances, answers to the questions are logically inconsistent.

1. If the respondent indicates in Question 20 that they pay an extra charge for air conditioning but indicates in Question 34 that they have no air conditioning equipment.
2. If the respondent indicates in Question 20 that they pay an extra charge for parking but indicates in Question 30 that parking is not provided.
3. If the respondent indicates in Question 20 that they pay an extra charge for a swimming pool but indicates in Question 31 that a swimming pool is not provided.
4. If the respondent indicates in Question 20 that they pay an extra charge for any of the following:

   a. any utility (electricity, natural gas, fuel oil, LP gas, coal, firewood, water or sewer)
   b. a refrigerator, stove, dishwasher or garbage disposal
   c. non-coin operated laundry facilities
   d. furniture
   e. maintenance
   f. any recreational facilities besides a pool
   g. heating equipment

   but indicates in the question corresponding to the item that it is not provided.

5. The respondent indicates in Question 23 that they do not have natural gas but indicates in Question 36 that they either heat, cook or heat water with natural gas.
6. The respondent indicates in Question 23 that they do not have natural gas but indicates in Question 34 that the air conditioning equipment is central-gas.
7. The respondent indicates in Question 24 that they do not have fuel oil or kerosene but indicates in Question 36 that they either heat, cook or heat water with one of them.

C.3 - FIELD REPRESENTATIVE REVIEW AND VERIFICATION OF INFORMATION RECORDED ON THE CPI HOUSING SCHEDULE - BLS 222 - (Continued)

8. The respondent indicates in Question 25 that they do not have LP gas, coal or firewwod but indicates in Question 36 that one or more of these fuels are used for heating, cooking or heating water.

9. The respondent indicates no water or sewer in Question 26 but indicates in Question 27 that they have a dishwasher or a washer.

10. The respondent indicates no water or sewer in Question 26 but indicates a fuel for heating water in Question 36.

In these circumstances you should politely repeat the previous question to verify the response. You should never directly say you have received a bad response, but instead you might act like you may have misunderstood the answer or use some other polite mechanism to step back and review the questions involved. Once the problem has been verified, continue with the next question in order. If you are unable to resolve the inconsistency, record the response and note in a message.

C. Except as can be done when asking a question as in A above, combinations other than those listed in B should be accepted. Many things that may appear inconsistent are possible, such as a person with low income can own a very large house.

Do not attempt to go back and repeat questions during the interview because you feel that answers are an odd combination if you are certain that these answers are what the respondent has given.

D. At the end of the interview you should BRIEFLY review your schedule. If you have:

a. failed to get answers that you needed,
b. miscoded an answer, or
c. are uncertain that you have properly recorded the response,

you should ask the required question or verify your answers as needed.

During the interview, if you realize that you have made one of these three mistakes, be judicious about when you repeat a question or verify a response. The flow of an interview is very important. Many times the best place to repeat or verify is at the end of a section or the end of the entire interview.

NEVER change an answer from an eligible respondent unless you have verification from an eligible respondent. (You must use your judgement in cases where a landlord and tenant disagree.) If you feel there are possible problems with a response because of information from sources other than an elligible respondent, explain in a field message. In this way the current response, your comments and other information available in Washington can be used to make a final determination of what should be done with a specific response.

C.3 - FIELD REPRESENTATIVE REVIEW AND VERIFICATION OF INFORMATION RECORDED ON THE CPI HOUSING SCHEDULE - BLS 222 - (Continued)

II. AFTER THE INTERVIEW

After you have completed the interview, check the following items to ensure all questions on the CPI Housing Schedule have been completed

A. GENERAL REVIEW

1. The correct COLLECTION MONTH, UNIT CODE, INDEX PSU, SEGMENT, BLOCK AND LINE have been entered on each page of the schedule if not preprinted.

2. If the schedule consists of two parts, staple them together before transmitting.

3. If units are split, subdivided or merged, attach ALL the schedules involved together for transmitting.

4. When OTHER, SPECIFY or YES, SPECIFY is circled, the response should be explained in the SPECIFY blank that follows.

B. ADMINISTRATIVE SECTION

1. ALL INFORMATION in the section has been entered or updated if necessary.

2. PERMANENT or TEMPORARY SPECIAL INSTRUCTIONS should be no more than 128 characters each. FIELD MESSAGES should be no more than 128 characters. Any corrections made to these sections must be made by lining through the entire section, reentering all of the information to be retained and adding any new information.

3. Follow PERMANENT SPECIAL INSTRUCTIONS instructions and note information given in the PREVIOUS TEMPORARY INSTRUCTIONS (PTSI), PREVIOUS FIELD MESSAGE (PFM), COMMODITY, or SCHEDULE messages.

C. COLLECTION RECORD

1. ALL REQUIRED INFORMATION in the section has been entered.

2. When there is more than one respondent or contact, record the Collection Record information for the interview that obtained the rent for renter units and the estimated rent for owner units.

D. SECTION A

1. Complete this section only during screening/initiation on BLS 222S and BLS 222NC.

E. SECTION B

1. Complete for all occupied units.

2. If the answer to Question 5A is "no," be sure that Question 5B was asked.

F. SECTION C

1. Complete this section during screening/initiation and reinitiation.

2. Question 6 has a part B that must be answered if the answer to part A is "yes."

C.3 - FIELD REPRESENTATIVE REVIEW AND VERIFICATION OF INFORMATION RECORDED ON THE CPI HOUSING SCHEDULE - BLS 222 - (Continued)

G. SECTION D

1. Complete for all owner occupied units.

2. Complete ESTIMATED RENT (field representative) Question 10 for all owner units ONLY during personal visits.

H. SECTION E

1. Complete for all renter occupied units.

2. All dollar amounts are entered without dollar signs ($) and in dollars and cents (250.00).

3. All dates (mm/dd) are entered as two digit numbers. For example, May 4th is 05/04.

4. The values given for RENT and RENT REDUCTION were confirmed in Question 19 and changes were made to QUESTION 16-18 if appropriate.

5. The extra charge information was confirmed in Question #21 and the answer recorded there. The current rent in Question 17 should not include amounts recorded in Question #20, EXTRA CHARGES, based on the response to Question #21. The computer will make any decisions on how to use the information on extra charges.

6. Check that all questions with multiple parts are answered where appropriate.

I. SECTION F

1. Complete for all units at initiation, reinitiation, and when a reprice - complete Section F schedule message appears.

2. The numbers in Questions 37, 38, 39, and 41 are single digit numbers.

J. SECTION G

1. Complete for all units when a schedule message appears to "REPRICE-COMPLETE SECTION G" and "REINITIATE-COMPLETE SECTION G".

K. AFTER THIS REVIEW, YOU MAY HAVE IDENTIFIED PLACES WHERE YOU:

a. failed to get a needed reply,
b. are uncertain of your coding,
c. are uncertain that you properly recorded a reply, or
d. found one of the inconsistencies noted in Part I of this appendix.

If this is the case, contact an eligible respondent again, politely explain the problem and repeat the questions as worded or verify responses. Accept the response given at this time. If you still doubt a response, note in a field message. NEVER change an answer received without verification from an authorized respondent. Avoid indicating to a respondent that you feel that they have made an error.

C.4 - ABBREVIATIONS

The second column shows the correct abbreviation to be used on all schedules and forms. Do not end any abbreviations with a period.

STREET, STREE	ST
ROAD	RD
AVENUE, AV	AVE
HIGHWAY, HGWY, HW, HI-WAY	HWY
US HWY, US HWY, US, COUNTRY ROAD	HWY
ROUTE, RTE	RT
DRIVE	DR
LANE	LN
PLACE	PL
TRAIL	TRL
PO BOX, P.O. BOX, BX	BOX
BOULEVARD, BLV, BL	BLVD
PARK	PK
TRNP, TURNPIKE, TRNPK	TPK
EXPRESSW, EXPRESS, EXPRESSWAY, EXPW	EXPY
PARKWAY, PRKWY, PARKW	PKWY
COURT	CT
CIRCLE	CIR
TERRACE	TER
FIRST	1ST
SECOND	2ND
THIRD	3RD
FOURTH	4TH
FIFTH	5TH
SIXTH	6TH
SEVENTH	7TH
EIGHTH	8TH
NINTH	9TH
TENTH	10TH
ELEVENTH	11TH
SOUTH, SO	S
NORTH, NO	N
EAST	E
WEST	W
SOUTH EAST	SE
NORTH EAST	NE
SOUTH WEST	SW
NORTH WEST	NW
FIRST FLOOR	1ST FL
SECOND FLOOR	2ND FL
THIRD FLOOR	3RD FL
FOURTH FLOOR	4TH FL

C.4 - ABBREVIATIONS (Continued)

FIRST FLOOR RIGHT REAR	1STFLRR
FIRST FLOOR LEFT REAR	1STFLLR
FIRST FLOOR FRONT	1ST FLF
FIRST FLOOR REAR	1ST FLR
REAR HOUSE	RHSE
FRONT HOUSE	FRTHSE
BASEMENT	1STFLRT
FIRST FLOOR RIGHT	1STFLRT
FIRST FLOOR LEFT	1STFLL

STATE ABBREVIATIONS

ALABAMA	AL	MISSOURI	MO
ALASKA	AK	MONTANA	MT
ARIZONA	AZ	NEBRASKA	NE
ARKANSAS	AR	NEVADA	NV
CALIFORNIA	CA	NEW HAMPSHIRE	NH
COLORADO	CO	NEW JERSEY	NJ
CONNECTICUT	CT	NEW MEXICO	NM
DELAWARE	DE	NEW YORK	NY
DISTRICT OF COLUMBIA	DC	NORTH CORLINA	NC
FLORIDA	FL	NORTH DAKOTA	ND
GEORGIA	GA	OHIO	OH
HAWAII	HI	OKLAHOMA	OK
IDAHO	ID	OREGON	OR
ILLINOIS	IL	PENNSYLVANIA	PA
INDIANA	IN	RHODE ISLAND	RI
IOWA	IA	SOUTH CAROLINA	SC
KANSAS	KS	SOUTH DAKOTA	SD
KENTUCKY	KY	TENNESSEE	TN
LOUISIANA	LA	TEXAS	TX
MAINE	ME	UTAH	UT
MARYLAND	MD	VERMONT	VT
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
		WYOMING	WY

D.1 - TRAILERS AND MOBILE HOMES

Trailers and mobile homes differ from other housing units in this survey for several reasons. The most obvious difference is that they can be easily moved from one location to another. Another important difference is that new construction permits are not issued when they are built and the foundations can be less than permanent. The same foundation can also be repeatedly used for several different units. For these reasons, trailers and mobile homes are treated differently than other housing.

1. Listing - Special listing instructions for mobile homes are given in Section 3.5.3.
2. Screening Questions - Do not screen out trailers and mobile homes due to age (Question #1). Other housing units are screened at initiation to determine if they were built before 1980. Units built in 1980 or later are represented by the New Construction sample. Trailers and mobile homes are not represented by the New Construction sample, so they must remain in the original sample regardless of their age.
3. Location - After a trailer or mobile home is listed, the location of the unit becomes the important factor, not the unit itself. Regardless of any change in the trailer or its occupants, price the trailer or mobile home at the location listed. For example, if the owner of a mobile home buys a new mobile home and puts it where the old mobile home was, the new mobile home is in the survey because it is in the same LOCATION as the mobile home previously priced. Do not attempt to follow a trailer to a new location for pricing, even within the same trailer park.
4. Vacant Location - If the site is empty, code the schedule "59 - Other Condition" and specify the problem in a field message. DO NOT use code "72."
5. Location Built On - If a commercial or residential structure is built upon the site of the mobile home or trailer to be priced, code the unit "71 -Demolished" because the site has been rendered unusable for another trailer or mobile home.

D.2 - SECTION 8 HOUSING AND SIMILAR PROGRAMS

Several government programs are available that reduce rental costs to renters for different reasons. Section 8 housing is the most common of these programs, but many similar programs exist.

If the market value (economic) rent of a unit can be obtained, the unit is to be included in our housing survey. Special instructions on handling these units follows. After these instructions, a brief discussion of some of the government programs is given. This list of programs is NOT all inclusive.

INSTRUCTIONS

1. Note under Permamnent Special Instructions that the unit is covered by the Section 8 assistance program or a similar program.

2. Report the amount paid by the local housing authority in 16, G. H. and I (RENT REDUCTION).

3. Report the amount the tenant is required to pay in 17 and 18 (RENT AND PREVIOUS RENT).

4. If only the total is available, answer 16. G. as "YES", enter "$--o oo" for 16. H. and I., and enter the total in 17 and 18, Explain in a field message that only the total is available."

5. If the TENANT can't provide a total or both parts, contact the landlord or manager for any rental information that the occupants does not know.

6. If a total or both parts cannot be obtained, consider the response a "don't know." Follow the guidelines in Appendix c.2. Collect the rest of the schedules if possible.

DEFINITIONS

1. HUD Section 8 Housing - A rental assistance program of the U.S. Department of Housing and Urban Development (HUD). HUD makes payments to PRIVATE OWNERS for low income tenants who apply to the local housing authority. A fair market rent is set based on rents for similar housing in the area. The tenant pays 30% of household income for rent, HUD pays the difference. Approximately 50% of tenants in the Section 8 program live in units also constructed by the Section 8 program; others find their own housing.

2. Other rent subsidy programs - If other programs are similar in nature, treat them as Section 8 housing. Report the name of the program if possible. For example:

    a. FHA Rent Supplement Program - The tenant pays at least 25% of household income, FHA pays rest of fair market rent.

    b. FmHA Section 515 Rental Program - The tenant in a rural area or small town pays 30% of household income, FmHA pays the rest of fair market rent for rental units built under this program.

    c. HUD SECTION 8101 DEMONSTRATION VOUCHER PROGRAM - VOUCHERS are rent allowances given to tenants based on their income. The households choose their housing and apply the allowance to the rent.

D.2 - SECTION 8 HOUSING AND SIMILAR PROGRAMS - (Continued)

3. Programs not eligible - The following programs should not be treated like Section 8 housing unless the fair market rent can be obtained.

   a. FHA Section 236 - An interest subsidy program that FINANCES CONSTRUCTION OF RENTAL AND COOPERATIVE HOUSING FOR low income households.

   b. FHA Section 22103 below market interest rates - Same as Section 236 except it serves more moderate income households.

   c. HUD Section 202 housing for the elderly - a direct loan program. Housing generally owned by non-profit organizations. Housing for older people with incomes too high for public housing but too low to afford market rents.

If you have any questions regarding the eligibility of any program to be reported in this area, send in an SO-608A.

D.3 - INTERVIEWING MANAGERS AND LANDLORDS

Occupants (either owners or renters) are the preferred interviewees. However, in many situations it is necessary or more practical to interview the manager or landlord. When managers or landlords are interviewed, unique problems arise that the field representative must be aware of.

1. Verify that the apartment is occupied. Managers may give you information about a unit even if it is vacant. Code vacant rental units "50" and terminate the interview.
2. Inform and remind the manager/landlord during the interview that the information is for a specific unit and not just a unit of that type. The tendency is for managers to give information in generalities. For example, the unit in question is a one bedroom apartment so the manager gives you the current rent being asked for one bedroom apartments. This may NOT be the current rent of the particular unit being surveyed because the occupants have a lease.
3. Enter the managers or landlord's name, address and phone number on the front page in addition to the occupant information.

INTERVIEWING MANAGERS OF MORE THAN ONE UNIT IN THE SURVEY.

Occasionally, two or more units in the housing survey are located in the same apartment complex. If the manager or landlord is questioned about more than one unit during an interview, problems can arise.

Apartment units are not identical and their differences are very important. On the other hand, answers to many of the questions will be the same for all units in the same complex. Care must be taken to not ASSUME that the units are the same.

1. The field representative may choose to (1) do each interview one at a time or (2) ask each individual question and then record the answer for each unit. Whichever method is chosen, it is important to never assume that the units are alike. Always focus the manager's attention onto the specific units in question.
2. The information on the front page of the housing schedule must be completed for EACH unit. If the manager is interviewed, the manager information must be completed on EACH schedule. If the interview is by telephone, the telephone number must be entered on EACH schedule. It is NOT sufficient to enter information on only one of the schedules when the information is pertinent to all of them.

D.4 - INTERVIEWING BY TELEPHONE

Telephone interviews are an integral part of the CPI housing survey. Interviewing by telephone saves time and money. Respondents may prefer to be contacted by telephone. You may find it easier and safer to do as much of your work as feasible by telephone. You can attempt to reach respondents at more varied times and can call successive respondents in different parts of your PSU. Every effort should be made to conduct as much collection as possible by telephone.

When you conduct interviews by telephone, remember the following:

1. Confirm the address and telephone number before conducting the interview. People who move short distances often keep their telephone numbers. In some cases people who move longer distances even to new cities arrange to have their calls automatically forwarded. We are collecting housing units, not telephone numbers.

2. Read the list for questions #12, #34, #35, #36, #42 where flashcards are to be used. You may wish to prefix these questions with the phrase "From the list I am going to read..." If the respondent interrupts to answer you while you are reading a list, you may stop reading the list, verify and record the answer and proceed to the next question.

   Example:

   F.R: From the list I am going to read which of the following best describes the main air conditioning equipment used in this (house/apartment) "Evaporative Cooler or Swamp Cooler, Central Electric, Central gas, one window or wall unit"

   Respondent interrupts: "One window unit"

   F.R: "OK, you have one window air conditioner" (F.R. records answer)

   Respondent: "That's right".

   F.R: ask next question.

   (F.R. records the answer on the schedules).

3. Do NOT enter the field representative's estimate of the rental value of owner occupied units for telephone interviews. This estimate is only to be made during a personal visit. During a telephone interview, place an "X" in the left most blank for the field representative's estimate. An "X" is a valid response for both parts of Question 10 for coding a schedule complete.

When making a personal visit prepare for future telephone collections by obtaining the respondent's telephone number as well as the telephone number of other potential respondents. You will be saving yourself or your successor much future work and making the survey more efficient.

E.1 - Rent - Control PSUs:

REGION 1 BOSTON

A103 Boston

REGION 2 NEW YORK

A105 Buffalo
A109 New York City
A110 NY Suburbs
A111 NJ Suburbs
M108 Poughkeepsie, NY.

REGION 3 PHILADELPHIA

A315 Washington, D.C.
A317 Baltimore

REGION 9 SAN FRANCISCO

A419 Los Angeles
A420 Greater Los Angeles
A422 San Francisco
A424 San Diego
L444 Fresno
M442 Redding

E.2 - USE OF PREVIOUS RESPONSES AND RESPONSES FROM SIMILAR UNITS
PREVIOUS RESPONSES PROVIDED

Schedules will return for reinterview six or twelve months later with the previous responses to some of the questions. These previous responses will be printed in parenthesis to the right of the question or appear as an asterisk (*) by the previous answer.

The previous responses are provided ONLY for those questions where it is necessary to verify changes. When asking questions, NEVER indicate the previous response. If the responses are different, ask the questions following the message, "IF RESPONSE HAS CHANGES SINCE THE LAST PRICING, ASK." Regardless of the answers to these questions, record the responses and go to the next question. Do not attempt to judge which answers are right and which answers are wrong.

The questions listed below may have the previous responses provided.

#3	- Tenure
#5	- Date of Occupancy
#16, A, D, G	- Rent Reductions
#20 A, B	- Extra Charges
#22	- Electricity
#23 A,B	- Natural Gas
#24 A,B	- Fuel Oil/Kerosene
#25 A,B,C	- LP Gas, Coal, Firewood
#26 A	- Water and Sewer/Septic System
#28 A,B	- Furniture
#29 A	- Major Maintenance
#30 A	- Off Street Parking
#31 A	- Swimming Pool
#32	- Other Recreational Facilities
#33 B	- Rent Control/Rent Stabilization
#34 A,B	- Air Conditioning Equipment-Renter

The main reason why previous information is not provided for all question is an effect known as "Interviewer's prior expectation" or the "self fulfilling prophecy." When a previous response to a question is known, the current response reported is affected because of preconceived notions in the interviewer's mind. For example, if the current rent reported is less than the previous rent, a Field Representative would be much more likely to question the response, looking for an error, than they would if the rent increased a "reasonable amount". Please note that this "expectation effect" is not something done on purpose nor is it controllable by the Field Representatives long as they have the information. By not providing the previous answers for some questions, the number and size of changes reported will probably be greater, but not necessarily less accurate.

So, what do you do when the respondent expects you to have the previous response? Tell them that Washington is trying to insure that the rent information gathered each time is an accurate and unbiased as possible and for that reason the previous response is not printed on the form and that you are not permitted to keep it.

Do not keep separate list or schedules containing information such as previous rents. This information is being omitted for a reason and keeping this information is defeating the purpose.

RESPONSES FROM OTHER UNITS

Often schedules are collected from two or more units in the same apartment complex or housing development. NEVER change responses to questions so that the answers are the same for all units in a complex. This can cause as many problems as it solves and could lead to MORE errors in the schedules. Always accept and record what the respondent gives you. If you feel that the respondent is giving you incorrect answers on purpose, attempt to contact the landlord or manager and if still unresolved note this in a field message or on a SO-608A.

E.3 - USE OF FLASHCARDS

Flashcards have been provided for several questions that have a list of possible responses. Use them! Using flashcards allows the respondent to see the possible responses and can result in a more informed answer. Listening to a list being read can be tedious. The flashcard helps focus the respondent's mind on the question.

The income question supports another use of the flashcards. People will respond more often to questions dealing with a sensitive issue if they can respond with a letter or number instead of the amount. This may sound silly, but it is true. The income question flashcard also represents additional information that would be too tedious to state aloud, but is easily read. A respondent who wants to know if he should include gambling winnings, for example, can find out by reading the flashcard.

Obviously, flashcards, cannot be used doing telephone interviews. They are also of little use when the respondent can't read English. However, in most cases, flashcards are valuable tools and should be used.

E.4 -SO608A(INFORMATION/CLARIFICATIONREQUEST)POLICY

Communications between the field representatives collecting the date and the users of the data in Washington is vital to the success of the survey.

Problems and questions that arise during data collection may be truly unique or they be more common than you might think. If frequently occurring problems are not covered in the housing manual, obviously the manual should be changed to address them. Unique problems should be handled in such a way that produces consistent and logical information.

In order to have a consistent, nationwide approach to both unique and frequently occurring problems, they must be brought to the attention of the Washington office. For this reason, you are encouraged to submit SO-608As for all problems encountered that are not covered by the data collection manual. There is not limit to the number of SO-608A's that you may submit.

By communicating in this manner, both Washington and the field representative can perform their jobs better.

E.5 - QUALITY CONTROL PROGRAM AND THE PROCESS AUDIT STAFF

A formal quality control (QC) program has been developed and was implemented as part of the 1987 revision. While the QC program is relatively new, the process of quality control has always been an important part of the data collection process.

Quality control is, as the name implies, an attempt to control and improve the quality of the product. In our case, the product a completed housing schedule and in the final analysis the monthly housing component of the Consumer Price Index.

For any QC program to be effective, all possible sources of errors and discrepancies must be evaluated. To the extent that you are a part of this process, your work will be under review. However, the QC program is far more concerned with systematic problems within the housing program. These systematic problems can be the results of many factors such as regional difference, training courses, data collection manuals, and procedures. The QC concept is to find the correct these problems, thus resulting in more accurate and uniform data collection.

A process audit (PA) staff has been created specifically to look for and help correct any potential problems. They also are used to help determine the accuracy of the data being collected and to aid in the search for ways to improve the survey. The PA staff works on both the C&S and Housing surveys and they are based in Washington, D.C. Their duties will include the verification for data collected during interviews.

E.6 - PROBING AND PROMPTING

Probing and prompting are an important part of any survey, especially those where exact questions are read. Once the question has been read, it may be necessary to explain some part of the question or rephrase the question for better understanding. Doing this without "leading" the respondent to a specific answer is very important.

Prompting and probing is a very delicate art. You need to communicate the question in a manner that can be understood, but you must be careful not to suggest an answer or to reduce the range of possible answers. Studies have shown that the interviewer's perception of what the answer should be can effect the response given. This is what is referred to as LEADING the respondent.

Prompting and probing are a fact of life. Survey studies have also shown that in one form or another, prompts or probes are used about 25% of the time. In other words, prompting one out of every four questions is not unusual.

So, how do you prompt and what is the best prompt? Prompting is an art because each situation may call for a different techniques. Rereading the question, rephrasing the question, defining specific terms, pausing or asking if they understood the question are all methods of prompting and probing. The decision of which one to use under specific circumstances is based upon your experience in collecting data and upon the training provided in the housing training course.

Following the probing and prompting skills taught in the housing training course and your own experience in asking questions will lead to good, unbiased probes and prompts.

E.7 - Voluntary and Confidential Nature of the Survey
(see also Sections 5.4.2 and 5.10)

The Bureau's confidentiality policy is set forth in the Commissioners Administrative Order No. 6-3: "In conformance with existing legislation and Departmental regulations, it is the policy of BLS that data collected or maintained by, or under the auspices of the Bureau shall be treated in a manner that will ensure that the information will be accessible only to authorized persons and will be used only for the purposes made known in advance to the respondent". An abbreviated statement of confidentiality appears at the top of the schedule.

The confidentiality pledge relates to this survey in the following ways:

1. The identify of other units in the sample may not be revealed. You may, however, reveal the number of units in the sample since this number is public information.

2. The respondent should be assured that not even another agency within the Department of Labor has access to the identity of respondents, or to individual data, unless the respondent is notified and gives his permission.

No law compels any respondent to cooperate and provide us the information we seek. However, the Office of Management and Budget (OMB) does require that the respondent be informed verbally of the voluntary nature of the program. In addition, the following statement is included on collection documents: "This report is authorized by law 29 U.S.C.2. Your voluntary cooperation is needed to make the results of the survey comprehensive, accurate, and timely." In addition, the statement which discloses the burden also appears at the top of each data collection schedule. When respondents refuse, you must respect their right to decline to answer the questions at this collection.

On the housing survey, there frequently are several potential respondents for each unit. When refused by the first potential respondent you should attempt to collect data from other possible respondents, with the exception of housing complexes in which the management refuses permission to contact occupants. Also if an occupant refuses, they should be asked if another occupant might be willing; a refusal to contact another occupant must be respected.

Once all possible respondents have refused, send the schedule back as a refusal (Refusal Code 03). The schedule will be returned one year later to determine if there has been a change of occupant or management, or if the same occupant or management is willing to participate. Units are not dropped from the survey just because of a refusal, no matter how emphatically it is made.

E.9 - Housing Pricing Calendar

Fiscal Year 1989 Transmittal Dates for Housing are as follows:

	I	II	III	IV	V	VI
				**		
		*		***		****
October	5	**11**	14	**19**	24	**27**
Novemeber	3	**7**	10	**15**	18	**22**
December	5	**7**	12	**14**	19	**21**
January	5	**10**	13	**19**	24	**27**
February	3	**8**	13	**16**	23	**27**
March	3	**8**	13	**16**	21	**24**
April	6	**10**	13	**18**	21	**26**
May	3	**8**	11	**16**	19	**24**
June	5	**8**	13	**16**	19	**24**
July	6	**11**	14	**19**	24	**27**
August	3	**8**	11	**16**	21	**24**
September	7	**11**	14	**19**	22	**27**

These dates coincide with the C&S transmittal dates. All Housing schedules completed should be included in each C&S transmittal. An effort must be made to complete and transmit schedules on a flow basis; that is, never hold all or most of an assignment for the final transmittal. Field Representatives who cannot include housing schedules with C&S transmittal must transmit weekly, adhering to the dates in **bold** and the final deadline.

Field Representatives who collect only housing data must collect and transmit at least one third of their pricing assignments (white schedules) by the dates in **bold** print. All other Field Representatives must collect and transmit at least 50% of their pricing assignments (white schedules) by the fourth transmittal date each month.

"Blue" screening/initiation schedules should be transmitted on a flow basis. However a minimum number of these schedules may be held until the final date given in the CPI Operations Memorandum. Transmittals of screening/initiation (blue schedules) made after the final pricing (white schedules) transmittal deadline must be sent by Airborne courier or in the U.S. Postal Express Mail.

*	One-third deadline for Field Representatives collecting only housing.
**	Two-thirds deadline for Field Representatives collecting only housing.
***	50 percent deadline for Field Representatives who collect both C&S and housing.
****	Final transmittal deadline for all housing pricing (white schedules).

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